

# Study Abroad Application Steps

## NCSAC Semester Abroad – Florence Spring

- **(1) Do your research!** Review program and course information. If you have any questions before you apply, contact the SMCCCD Study Abroad Office via email ([studyabroad@smccd.edu](mailto:studyabroad@smccd.edu)).
- **(2) Meet with your academic counselor** to plan which study abroad courses offered will best fulfill your educational goals.
- **(3) Complete your study abroad application.** Complete the application through the American Institute for Foreign Study (AIFS). *A refundable \$450 program deposit is due with application. Deposit is refunded should you be found ineligible for the program or should the program be cancelled. See deadlines and refund policy on the [Florence Spring program webpage](#) for more information.*
- **(4) Send your unofficial transcript.** You may send a PDF of your unofficial SMCCCD transcript\* through the Student Services section of your student [WebSmart portal](#). Send to [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu). *\*If you have taken classes at another college or university, you may send those transcripts to meet the minimum 12-unit eligibility requirement.*
- **(5) Complete SMCCCD survey and study abroad interview.** The SMCCCD Study Abroad Office will contact you once you complete the AIFS application regarding the SMCCCD survey and interview.
- **(6) Submit your course preference sheet** to [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu) by priority deadline. *This holds your spot in your preferred courses on a first-come, first-served basis. However, online registration will not begin until December.*
- **(7) Meet a financial aid advisor & follow financial aid checklist** if you will be receiving financial aid or student loans for this program.
- **(8) Apply for scholarships, create a budget and save.** See the budget sheet for more information. Research and apply for [scholarships](#). Be mindful of all deadlines!
- **(9) Register for your classes.** You will register for each class *separately* through the college offering it. E.g., if you take ASTRON 3 – Stellar Astronomy offered by Santa Rosa Junior College, you will enroll, register & pay tuition for that course at Santa Rosa Junior College online. You will receive instructions via email. Tip: as soon as the course ends, request copies of your transcripts from each school!
- **(10) Attend required pre-departure meetings:**
  - **NCSAC Pre-Departure Orientation:** Date TBD
  - **Student Code of Conduct Training:** Date TBD