

Study Abroad Application Checklist

NCSAC Semester Abroad – Florence Spring 2023

- (1) Do your research!** Review [program](#) and [course](#) information. If you have any questions before you apply, [schedule a meeting](#) with a study abroad advisor.
- (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 2023 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.
**If you have taken classes at another college or university, you may send those transcripts to meet the minimum 12-unit eligibility requirement.*
- (5) Schedule your study abroad interview.** Schedule a virtual interview and advising appointment at smccd.edu/goabroad.
- (6) Submit your course preference sheet** (final page [here](#)) to studyabroad@smccd.edu by priority deadline (mid-September, TBD). *This holds your spot in your preferred courses on a first-come, first-served basis. However, online registration will not begin until November.*
- (7) Meet a financial aid advisor & follow financial aid checklist** -see [Financial Aid Checklist](#).
- (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 Kinesiology, you will enroll, register & pay tuition for that course to SRJC. 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:**
 - **Student Code of Conduct Training:** December 2022, Date TBD
 - **NCSAC Pre-Departure Orientation:** Saturday, January 14, 2023