

South Dakota Mines Education Abroad Checklist

Short-term Program

ACADEMIC PLANNING

- I have selected my program:
Name of Program: _____
located in _____ (country).
- I will or will NOT be receiving credit for the program
- I have reviewed potential courses on the host university or program web site and completed the [Academic Credit form](#). (Complete this ONLY if you will be receiving credit.)
- I have provided this document and information on the program to the:
- Academic Department _____ (specify department)
 - Ivanhoe International Center
- I have researched and am familiar with the following items regarding my preferred program:
- Cost of the program and what expenses are covered.
 - Dates of the program (do they coincide or conflict with South Dakota Mines dates?)
 - Language requirements and the language of instruction
 - Services and activities offered or provided by the host university (housing, meals, etc.)
- I have applied to the university or program in my study plan.
 I have been accepted by the university or program in my study plan.
- I have the contact information for the program and I have provided this information in the attachments page.
- I have the contact information for at least two people who will be at the program who may be reached prior to my arrival. I have provided this information in the attachments page.

PRE-DEPARTURE

- I have a passport that is valid for at least six months into the future.
- I have a valid visa for the country where I am studying. (each country is different)
- I have enrolled in the education abroad insurance policy or I have confirmed that my program requires a specific insurance.
- I have made multiple copies of all important travel documents and provided a copy to the Ivanhoe Center.

REGISTRATION

The Ivanhoe International Center will coordinate your registration requirements with the Registrar's Office. Please plan to register at least two (2) months prior to departure.

- I am on an official exchange program and I need to register for full-time credit.
- I am on a program I chose independently and need to register for _____ (#) credits to maintain my South Dakota Mines student status. (this may be zero)
- I am participating in a program led by a South Dakota Mines professor and need to register for the course.
- I am attending a summer program and I am not required to register for credit.
- I am participating in an internship/COOP and need to register for credit.

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FINANCIAL AID

- I have contacted the Financial Aid office regarding Financial Aid requirements at least 45 days prior to the end of the term preceding my departure (March 20 for fall semester, November 1 for spring semester).
- I have federal financial aid and this program qualifies for me to use this type of financial aid.
- I have federal financial aid and this program does NOT qualify for me to use this type of financial aid.
- I have South Dakota Mines or outside scholarships and this program qualifies for me to use this type of financial aid.
- I have South Dakota Mines or outside scholarships and this program does NOT qualify for me to use this type of financial aid.
- I have the contact information for at least two people who can verify my admission and attendance at the program who may be reached prior to my arrival and while I am in the program. I have provided this information in the attachments page. (Not applicable if not receiving financial aid.)

Financial Aid Office Signature: _____
Confirming above information Date

RETURN TO SOUTH DAKOTA MINES

- I understand that I must bring back all course materials that I am allowed to keep for evaluation by the academic department in which I plan to earn credit.
- I understand that some or all of these courses may not count toward my degree.
- I understand that I must make arrangements for my official transcript to be sent to South Dakota Mines, if applicable. The transcript must be sent directly from the host university to South Dakota Mines. If I carry the transcript with me, it will not be official.
- I understand that those transcripts must reach South Dakota Mines in a timely manner or I may not receive academic credit. Fall term deadline is March 1; Spring term deadline is August 1.

Student Signature Date

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Attachments

- Admission/acceptance notification from program
- Academic Credit Form
- Passport copy
- Visa copy

Contact information for the HOST university or program

- International Student Center

Name	Office Name*	Phone	Email
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- Registrar

Name	Office Name*	Phone	Email
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- Financial Aid

Name	Office Name*	Phone	Email
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Name	Office Name*	Phone	Email
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- Academic Department _____

Name	Office Name*	Phone	Email
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*Specify name of office if different than the general office function, for example, the International Student Center at South Dakota Mines would be Ivanhoe International Center.