

# SDSM&T Study Abroad Checklist

## Short-term Program

### ACADEMIC PLANNING

- I have selected my program:  
Name of Program: \_\_\_\_\_  
located in \_\_\_\_\_ (country).
- I will be receiving credit for the program  
 I 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 are 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 SDSM&T 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.

### 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 SDSM&T student status. (this may be zero)
- I am participating in a program led by an SDSM&T 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 SDSM&T or outside scholarships and this program qualifies for me to use this type of financial aid.
  - I have SDSM&T 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

### PRE-DEPARTURE

- I have a valid passport for the country where I am studying. (each country is different)
- I have a valid visa for the country where I am studying. (each country is different)
- I have enrolled in the study 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.

### RETURN TO SDSM&T

- 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 this credit may not count toward my degree.
- I understand that I must make arrangements for my official transcript to be sent to SDSM&T, if applicable. The transcript must be sent directly from the host university to SDSM&T. If I carry the transcript with me, it will not be official.
- I understand that those transcripts must reach SDSM&T in a timely manner or I may not receive academic credit. Fall term deadline is March 1; Spring term deadline is August 1.

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Student Signature Date

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## Short-term Program

### Attachments

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

### Contact information for the HOST university or program

- International Student Center

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Name	Office Name*	Phone	Email
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- Registrar

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Name	Office Name*	Phone	Email
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- Financial Aid

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Name	Office Name*	Phone	Email
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Name	Office Name*	Phone	Email
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- Academic Department \_\_\_\_\_

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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 SDSMT would be Ivanhoe International Center.