



COLLEGE OF HEALTH SCIENCES

QUICK GUIDE TO STUDY ABROAD

Office of International Education (OIE) application deadlines:

Oct. 1st for Spring programs; March 1st for Summer, Fall, or Academic Year study

Step One: Explore & Apply

- **Work with your academic major contact*** to:
 - Identify the best time to study abroad
 - Adjust your curriculum to “save” MU courses typically available abroad
- Attend **Study Abroad 101** & **work with OIE** to:
 - Identify program options that fit your goals for your time abroad
 - Apply to the program of your choice

Step Two: Prepare for Departure

- **Work with OIE** to complete pre-departure orientation and required paperwork. Download [course approval form](#) from their site.
- **Work with CHS Dean’s Office** to get courses approved (see below for more info)
- **Work with your academic major contact*** to rearrange science/major curriculum to ensure timely degree completion (most professional programs require science pre-requisites to be taken at a US institution)

Step Three: Study Abroad!

- **Work with OIE** to:
 - Ensure you are meeting requirements of your host institution
 - Pursue any in-country follow-up or emergency assistance
- **Email Michelle Schuh** to submit any new course approval forms
- **Email your academic advisor** to complete mid-semester mandatory advising for your next semester at Marquette

*Academic major contacts:

BISC: autumn.swanson@marquette.edu EXPH: yolanda.webb@marquette.edu CLLS and SPPA: your academic advisor

Course Approval Form Guidelines & Requirements

- Submit completed form electronically to michelle.schuh@mu.edu or turn in a hard copy to **Schroeder Complex 244**.
- List the number of **MU credits** you expect to earn per course. Contact OIE program staff for equivalency information.
- Check your program’s pre-approved courses at studyabroad.marquette.edu—if pre-approved, list the exact MU equivalent on your form. If not, a hard copy of or link to course descriptions **must be included** with the course approval form.
- We **strongly recommend** submitting more courses than you plan on taking and more than one course for each requirement you are trying to fulfill—this is helpful if course offerings change before/while you are abroad.
- A course will be considered for a **UCCS knowledge area** only if the course is equivalent to one MU offers (i.e. ENGL 2001) **OR** has an ARSC equivalent for the core (i.e. ARSC 9275 = UCCS lower division Literature & Performing Arts).

Step Four: Follow Up

- **Work with OIE** to ensure your transcripts have been sent from your host institution to MU.
- Once transcripts are received by MU and show in your Checkmarq account, **contact the Dean’s Office** if your credits are not applied to the correct degree requirements as indicated on your completed course approval form.