Step One: Explore & Apply

Attend Study Abroad 101:
- Identify what you are looking for in a program—language immersion, home stay, specific types of courses or experience (i.e., business-related, health-care related, social justice, etc.), cost, etc.

Reach out to your academic major contact to:
- Identify the best year/semester to study abroad
- Understand how major requirements can be shifted for a study abroad semester (most professional programs require science prerequisites be taken at a US institution)

Major Contacts: BISC autumn.swanson@mu.edu; EXPH Yolanda.webb@mu.edu; CLLS and SPPA: your academic adviser

Step Two: Complete Program Paperwork

- Work with OIE to complete pre-departure orientation and required paperwork.
- Work with CHS Dean’s Office to get courses approved (see below for more info)

Step Three: While Abroad

- Continue to communicate with OIE any problems/issues that arise.
- Email Michelle Schuh to submit any new course approval forms
- At mid-semester: Email your academic advisor to complete mandatory advising for your next semester at MU.

Step Four: After You Return

- Work with OIE to ensure your transcripts have been sent from your host institution to MU.
- Review your Graduation Checklist: Confirm that your transfer credits are applying to the correct degree requirements. If not, contact the Dean’s Office.

Course Approval Form Guidelines

Go to the study abroad database for your specific program and click on the “academics” tab. This will provide you with:
- A link to course offerings (may include course descriptions, credits, prerequisites and syllabus)
- “Evaluated Course Equivalencies” provides a list of courses already approved for transfer to MU. If a course is not on this pre-approved list, you will need to submit a hard copy of a link to the course description with your course approval form
- Information on how credits will transfer to MU (you need at least 12 MU credits to be full-time).

General guidelines for course selection:
- Select 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/availability change before/while you are abroad
- Core Requirements (MCC): one study abroad course will apply towards a DSCV elective, regardless of the course. Any other courses must be a direct equivalent to an existing MCC course. Note: Your Writing Intensive course must be taken at MU.

Submit completed form/course descriptions to michelle.schuh@mu.edu or turn in a hard copy to Schroeder Complex 244.