

Exchange Program Pre-Departure Checklist



Name: _____

Program: _____

Term abroad: _____

- Centenary Application**—Submit Exchange Program Application to the Office of Global Engagement.
- Host Institution Application**—Submit Host Institution Application to the Office of Global Engagement along with all requested paperwork.
- Degree plan** – Make sure you meet with your academic advisor to complete your degree plan and discuss how the courses you take abroad will fit into your major.
- Class registration** – Meet with the Office of Re-Enrollment to officially file your degree plan and discuss which classes you will take abroad and their Centenary equivalents. The Office of Re-Enrollment will also register you for study abroad. Check your specific international program for registration dates. Depending on the institution, you may register on-line or through the registrar.
- Housing Plan** – Schedule a meeting with Residence Life about housing arrangements upon your return.
- Financial Aid Review** – Schedule a meeting with the Office of Financial Aid to discuss which financial aid will apply to your study abroad program.
- Billing** – Schedule a meeting with the Business Office to determine payment arrangements for your specific exchange program (tuition, room, board, etc.).
- Pre-Departure Orientation** – Attend the orientation conducted by the Office of Global Engagement. Bring this completed checklist with you, including the items listed below.

Submit the following items to the Office of Global Engagement:

- Copy of visa
- Waiver of Liability and Indemnity Agreement
- Study abroad registration form
- Two copies of photo page of passport
- Copy of housing agreement from host program abroad (if applicable)
- Copy of flight itinerary – Including all departure and return flights