

1-Semester Exchange Pre-Departure Paperwork

Congratulations on your acceptance to the One-semester Exchange Program! As you continue to prepare for your study abroad experience there are a number of documents and tasks that must be completed prior to your departure. Below is a checklist that will help you stay on task.

Document or Task	Due Date		Status
Sharing Your Experience Agreement– Sign Forms	Two weeks after you have been nominated		<input type="checkbox"/>
Academic Policies Agreement	Two weeks after you have been nominated		<input type="checkbox"/>
Purchase CSU Healthlink Insurance (Wells Fargo)	At least one month prior to your departure		<input type="checkbox"/>
Confirmation of insurance enrollment. Must include: <ul style="list-style-type: none"> ○ Dates of coverage ○ Policy Number 	Email to Study Abroad Advisor at least one month prior to your departure		<input type="checkbox"/>
Course Table + Faculty Advisor Meeting – Turn in completed table to IP office	Two weeks after you have been nominated		<input type="checkbox"/>
Register for Housing	See Host University’s website. Don’t procrastinate, housing is usually first come first served.		<input type="checkbox"/>
	Studying abroad during Spring semester	Studying abroad during Fall semester	
Medical Disclosure and Assumption of Risk	December 15	May 15	<input type="checkbox"/>
Release and Hold Harmless Statement	December 15	May 15	<input type="checkbox"/>
Release Liability Waiver Assumption Agreement	December 15	May 15	<input type="checkbox"/>
Enrollment Verification Form	2 weeks after program start date	2 weeks after program start date	<input type="checkbox"/>