

# Study Abroad

## Initial Application Checklist

*Please Complete in Order*

- ☐ Attend a Study Abroad **4PM Information Session**
- ☐ Search for your study abroad program on the Study Abroad Application Portal:  
<https://pointloma-sa.terradotta.com>
- ☐ Once you have selected a specific program, you can **click “Apply Now”** to begin your application
- ☐ Create your Study Abroad Profile – you will be asked to create a profile and an email will be sent with your login information
- ☐ Complete all of the following elements in the initial application:
  - ☐ **Approval Questionnaire**
  - ☐ **Minimum GPA Requirement**
  - ☐ **Signature Verification Form** – must be printed & turned into Study Abroad Office with ID  
Once complete- you can then electronically sign:
    - ☐ ***Adult Express Waiver of Liability***
    - ☐ ***Conduct and Responsibility Agreement***
    - ☐ ***Program Provider Requirements***
    - ☐ ***Study Abroad Fees Agreement***
  - ☐ Print the **Course Approval Form** and **obtain approval signatures** from your Academic Advisor & the Study Abroad Office
  - ☐ Set up an appointment with **Student Financial Services** via the link under “SFS Approval” to discuss the finances of your program
  - ☐ **Pay Application Fee**

**DEADLINE for Initial Application Forms:**

**October 15<sup>th</sup> for Spring**

**and**

**March 15<sup>th</sup> for Fall and Summer**

***\*\*Once all Initial Application forms are completed, your application will be submitted for review.\*\*  
Afterwards you will receive an e-mail with the next steps and forms in the Study Abroad process***



**More Application Steps**

# Final Application Checklist

- ☐ Complete your **Program Provider's application**  
*You need to apply for your specific study abroad program before their deadline to ensure you get a spot in the program.*
  - ☐ Once you receive acceptance from your program, **upload a copy of your acceptance letter/e-mail.**
  - ☐ Fill in your **Passport Details**
  - ☐ **Activate your ISIC Card** by uploading a photo and **filling in your ISIC number**
  - ☐ Attend the **required Pre-Departure Meeting.**
- Read all **Required Readings:**
- ☐ ISIC information
  - ☐ PLNU Course Registration & Information While Abroad
  - ☐ PLNU Housing Process for Study Abroad Semester Students
  - ☐ Power of Attorney Form
  - ☐ Pre-Departure Handbook
- ☐ **Pass the Handbook Assessment** with a 100%!
  - ☐ Check with your program if you will need **VISA entry documents** and when to apply
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## **PLNU Faculty- Led Programs Requirements** **(FACULTY-LED STUDENTS ONLY):**

- ☐ Fill out the Study Abroad **Confidential Health History Form**
  - ☐ Have your doctor sign your **Health Clearance Form** and turn into our office
  - ☐ Read and agree to the **Health Information Statement of Accuracy**
  - ☐ Read and understand the **Study Abroad Health Information Privacy Policy**
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**\*\*You must complete all checklist items in order to be approved  
to study abroad through PLNU\*\***