

Study Abroad Application Checklist

Please Complete in Order

(We know it looks like a lot – but it is really not!)

- ☐ Attend a Study Abroad Information Session – held every day at 4pm!
- ☐ Search for your study abroad program on the Study Abroad Application Portal: <https://pointloma-sa.terradotta.com>
 - Click “Programs” button to begin searching your world of options
- ☐ Once you have selected a specific program you can click “Apply Now” to begin your application
(If you have lingering questions and would like to speak with the Study Abroad Staff, you can click the “Request Advising” button to set up an appointment)
- ☐ Create your Study Abroad Profile – you will be asked to create a profile and an e-mail will be sent with your login information
 - Login with your temporary password, answer the security questions & create a new password
 - Upload an ID Photo
 - Fill in basic Application Information
- ☐ Complete all Application elements in the Pre-Decision Phase
 - **Approval Questionnaire**
 - **Minimum GPA Requirement**
 - **Signature Verification Form** – must be turned into Study Abroad Office with ID
 - Once complete- you can proceed to finish:
 - **Adult Express Waiver of Liability**
 - **Conduct and Responsibility Agreement**
 - **Study Abroad Fees Agreement**
 - **Program Provider Requirements**
 - Print and complete the **Course Approval Form** with signatures for all courses
 - 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 Pre-Decision Forms is October 15th for Spring and March 15th for Fall and Summer

****Once all Pre-Decision forms are complete your application will be submitted for review and will receive an e-mail when you have been accepted****

- ☐ Complete all paperwork necessary for you **VISA** and **STUDY ABROAD PROVIDER** by their respective deadlines
- ☐ Select if you **Commit** or **Decline** your acceptance
- ☐ Complete Post Acceptance Required Forms
 - **Upload a copy of your Course Approval Form**
 - **ISIC Card**
 - **Passport Details**
 - **Program Sponsor Acceptance**
 - Health Clearance Forms - ***For PLNU Faculty-led Programs ONLY ***
- ☐ Attend the required **Study Abroad Pre-Departure Meeting**
- ☐ Read the **Pre-Departure Handbook & ISIC Information** under the “Learning Content” section
- ☐ Pass **Handbook Assessment** under “Assessments”

GO OUT & HAVE A GREAT TIME STUDYING ABROAD!