

## STUDY ABROAD CHECKLIST

- Learn about the study abroad opportunities.** Visit [www.wvc.edu/studyabroad](http://www.wvc.edu/studyabroad) and [www.wccsa.com](http://www.wccsa.com), read through all the posted information, and attend a study abroad information session or schedule an appointment with a Study Abroad Coordinator (509.682.6830).
- Apply for a passport** (or make sure your passport is valid). If you are not a United States citizen, check the visa requirements of the country where you plan to study abroad.
- Get your funding together.** Review the *Funding Study Abroad Checklist* for more information.
- Complete the preliminary application** which is available at [www.wvc.edu/studyabroad](http://www.wvc.edu/studyabroad) or from a Study Abroad Coordinator.
- Obtain two letters of recommendation.** At least one must be from a faculty member.
- Print a copy of your transcript.** Print your unofficial WVC transcripts through the MyWVC Portal.
- Write a one-page personal essay.** Describe the reasons why you want to study abroad, what you hope to accomplish on your journey, and how you hope to incorporate this experience into your future academic or career plans.
- Schedule an interview with a Study Abroad Coordinator** (509.682.6830). Bring your application materials:
  - Completed preliminary application
  - Two letters of recommendation
  - Unofficial transcripts
  - Personal essay
  - Copy of Passport

The Study Abroad Coordinator will review your application materials and if everything looks complete, they will send you home with a few more forms to complete and return (including a medical form, a housing form, a student code of conduct form, and a study abroad liability release form).
- Schedule an appointment with your doctor** to complete the medical form.
- Complete and return additional forms.** A Study Abroad Coordinator can either collect these forms or show you how to upload them to the study abroad program website.
- Pay the deposit.** Deposit amounts vary.
- Register for your study abroad classes.**
- Pay the remaining program fees.**
- Attend the study abroad orientation.** This usually takes place on a Saturday prior to departure at a college on the west side of the state.
- Pack up and depart.**
- Have the adventure of your lifetime!**