

## STEPS TO STUDY ABROAD THROUGH EXCHANGE PROGRAMS

1. Consider the different program options available.
  - Brochures in the University Center for International Education (UCIE)
  - <http://www.wright.edu/ucie/>
2. Narrow down or determine the program(s) that you would like to do.
  - Consider the length of time: semester, full year or summer program
  - Consider the financial costs involved
  - Talk with your family and friends to get their input as well
  - Consider applying for a passport if you do not already have one
3. Set up an appointment with Tracy Kingsley or Vanessa Walton in the UCIE to discuss your study abroad options and begin the process for studying abroad.
4. After deciding which program you want to apply for, come to the UCIE to obtain an application and any other necessary paperwork.
5. Meet with your academic adviser about what classes to take abroad and fill out the "Proposed Course of Study" sheet.
6. After meeting with your academic advisor and receiving approval of your classes, return the following to the UCIE, **your application is NOT complete until all items are turned in:**
  - Application
  - Application processing form
  - Personal statement (Statement should answer the following question: What personal and academic goals do I hope achieve on this program?)
  - \$50 non-refundable application fee
  - Proposed course study sheet (can be found online)
  - A passport size photo of yourself
  - WSU Student Agreement for Participation in Exchange Program (can be found online)
7. An interview by members of the UCIE Advisory Committees and representatives from the University Center for International Education is part of the selection process.
8. After Tracy Kingsley has confirmed that all materials are in the office and the interviewing Committee has recommended your exchange student application, Tracy will then send your application materials to the partner university. Once the partner university receives your application, they will then decide on your acceptance and send a letter back to the UCIE accepting you in the program.
8. Once you and the UCIE receive the letter of acceptance, you may apply for your student visa (if applicable).
9. Before leaving for your trip, please bring or send to the UCIE:
  - A copy of your passport
  - WSU Study Abroad Student Information Form
  - A copy of your travel itinerary
  - A copy of your medical and accident insurance policy
10. The University Center for International Education will offer a **mandatory** Pre-Departure Orientation.
11. Finally, **HAVE A WONDERFUL EXPERIENCE ABROAD!**

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