

## 2010-11 STEP SHEET FOR INDEPENDENT STUDY ABROAD

Any student interested in opportunities abroad should first reference the International Programs website at: [www.colum.edu/InternationalPrograms](http://www.colum.edu/InternationalPrograms) to get a basic understanding of the three options available to them (exchange, departmental and independent study abroad). Students interested in Columbia programming (exchange and departmental programs) should get in touch with the appropriate contact posted on the above website. Students interested in independent study abroad programs should follow the steps below.

**NOTE: This step sheet was created to give students an idea of the process to study abroad but the Columbia College Chicago Study Abroad Agreement, which is necessary to receive Columbia credit or financial aid, is only distributed in the meetings hosted by International Programs (mentioned in step 1).**

1) Students interested in independent study abroad must first contact the **International Programs** office to attend a weekly informational session. At these meetings the International Programs Assistant Director, Catrina DeBord, will give an introduction to the various international study programs, guide students on the research and selection process for independent programs and distribute the **Columbia College Chicago Study Abroad Agreement**, which is necessary to receive credit or financial aid at Columbia. Contact the International Programs Office at [aiipoffice@colum.edu](mailto:aiipoffice@colum.edu) or 312.369.7726 to get the upcoming meeting schedule and reserve your seat.

2) Make an appointment with your advisor in the **College Advising Center** to discuss how going abroad will impact your graduation requirements. Your advisor's name is listed on your "Academic Record" in OASIS at [www.oasis.colum.edu](http://www.oasis.colum.edu). Log into Oasis to make an appointment with your college advisor.

3a) Speak with Susan Sindlinger, Director of the **Office of Degree Evaluation**, to be sure that the program you have in mind is accredited and offers course work that will be accepted to your degree program. Call 312.369.7984 or write [ssindlinger@colum.edu](mailto:ssindlinger@colum.edu) for an appointment. Courses successfully completed through a study abroad program at an accredited study abroad program, may count as course work to fulfill LAS Core or general education requirements, or college wide electives.

3b) If you plan to complete courses for your major or minor, you must talk with an appropriate faculty member in the approving **Department**. The faculty member will explain the procedure (for example, a portfolio review) that the department may require to apply the transferred credits as equivalencies or substitutions for classes in the department. If the department does not allow classes to be applied, but Columbia accepts the classes for credit, the courses are considered college-wide electives. Remember, study abroad credits are transfer credits, subject to CCC policy [www.colum.edu/info/articulation/transfercredit/](http://www.colum.edu/info/articulation/transfercredit/) and are reviewed the same way as courses you might complete at another college or university here in the United States.

4) Make an appointment with **Student Financial Services** to complete the proper paper work to assure financial aid can be released and tuition at Columbia can be waived. Go to the SFS Customer Service options page at: [www.colum.edu/student\\_financial\\_services](http://www.colum.edu/student_financial_services) to make an appointment.

5) Return to **International Programs** to complete and submit the Study Abroad Agreement and all the necessary supplemental documentation. Write [aiipoffice@colum.edu](mailto:aiipoffice@colum.edu) or call 312.369.7726 for an appointment.