



Study Abroad Planning Guide

Education Abroad Office • Crabby Library , Room 225
<http://studyabroad.eku.edu/>
Email: EKUAbroad@eku.edu • Phone: 859-622-8794

Name: _____ Term of Study Abroad Program: _____
EKU ID: _____ Exact Dates of Study Abroad Program: _____
Study Abroad Program: _____

*Studying Abroad requires independence and personal responsibility! After you have been accepted into a Study Abroad Program, **YOU** will need to submit the following documents to the Education Abroad Office:*

- _____ Complete the online **EKU Study Abroad Application** on the ECU Education Abroad website. You will submit the following documents through the application.
 - _____ Complete and upload the **Health Form**
 - _____ Complete the electronic **Liability Waiver, Photographic Consent and Release, and Covid Behavior Agreement.**
- Once you have completed the initial application you will receive a confirmation email where you can access the submission link to turn in the required supplementary documents below:**
- _____ Copy of your **Passport**. (If you do not already have a passport, allow at least 12 weeks for delivery from the time you submit your application. You should apply for a passport as soon as you apply to your study abroad program as programs can require you to have your passport on hand months before your leave. You will also need to plan ahead in case you need to apply for a Visa for your study abroad program.) It is the student’s responsibility to stay on top of Visa and residency permit requirements
 - _____ Provide your **Flight Itinerary** to the Study Abroad Office.
 - _____ ECU requires that all students who study abroad have **international health insurance**. It is your responsibility to purchase insurance through our contracted provider (**CISI**) for the duration of your program If CISI insurance is not already provided by your program, you must provide your proof of CISI insurance to the Education Abroad Office.

Physical Copies of the following documents must be completed and submitted to the Education Abroad Office as required by their program

_____ **Financial Documents** (Budget Worksheet, Promissory/Deferral Note, Program Invoice)

Deadlines for completing Study Abroad Financial documents:

- Studying abroad in **Fall: May 1**
- Studying abroad in **Spring: November 1**
- Studying abroad in **Winter: October 1**
- Studying abroad in **Summer: April 1**

Students must submit all necessary documents to the Study Abroad office by the deadlines above to receive aid for their study abroad term. Students who submit the above financial paperwork after the deadline may experience significant delays in receiving financial aid or scholarships.

_____ **Study Abroad Course Pre-Approval Form** signed by the necessary departments and your advisor prior to leaving (unless you are participating in KIIS, CCSA, or an ECU Custom Program), *If your course schedule changes, it is your responsibility to have any new courses evaluated.*

_____ Check the CDC website to see if there are any recommended vaccinations for the location you are studying. It is up to you to determine what vaccinations you need to get prior to studying abroad. Do not wait until the last minute to get vaccinations as some are in short supply and it also can take time for the vaccination to be effective.

MANDATORY ECU PREDEPARTURE ORIENTATION ON: _____