

Congratulations on your interest to study off-campus as a complement to your Wheaton education!

The application process is two-fold:

- 1) Wheaton approval (progress tracked through GoGlobal)
- 2) Application & acceptance on a Wheaton-approved program. (Browse offerings at wheaton.edu/gel → Study Abroad & Off-Campus Study → Semester Programs).

To start your Wheaton approval/GoGlobal application, go to: <http://goglobal.wheaton.edu/?go=OffCampusStudy> and click Apply Now button. To return to your application go to www.goglobal.wheaton.edu and click "Login" at the bottom of the left menu column.

All of the items must be completed by the appropriate deadline and are tracked via the GoGlobal application. This all may sound and look daunting but the GEL team is here to help...and it's worth the effort!

Phase 1: Eligibility Verification (by October 13th, 2017)

Students must meet eligibility requirements to receive permission from Wheaton College to apply to their chosen program. To be eligible for participation, a student may not be on any type of probation and must meet the program's application requirements. Students are required to maintain eligibility throughout application and participation.

- Meet with Deb Kim, Director of Study Abroad, in the GEL Center
- Complete the Application Questionnaire (program information) in GoGlobal
- Sign the Student Agreement electronically
- Complete the International Health and Safety Pre-test*

Once this phase is complete, academic and judicial eligibility will be verified before opening the next phase of application.

Phase 2: GoGlobal Requirements (suggested by October 31st; deadline Nov 17th, 2017)

If you have Financial Aid, please make an appointment with your Financial Aid Advisor to discuss how your specific financial aid package can be applied to your selected study abroad program.

Questionnaires (all questionnaires will be posted on your GoGlobal/online application):

- Health and Insurance Information
- Room and Meal Plan Request for Returning Semester
- Emergency Contact Information
- Passport Information *
- General Pre-Departure International Health and Safety Presentation*

Signature Documents (read and approve with digital signature on your GoGlobal application):

- Assumption of Risk, Release and Participation Agreement
- Health Information and Release Signature

Material Submissions (more information and pdfs of printable forms posted on your GoGlobal application):

- Request for Approval of Transfer Credits
(Print, complete, and submit to Janet Miller in the Registrar's Office; this form must be completed **before** we can sign or submit a Wheaton verification or certification for programs that require it as part of the application.)
- Course Registration for the Returning Semester
(Print, complete, and submit to Kelly Tuzzolino in the Registrar's Office)
- Student Health Services International Travel Consult * (**Schedule once you have started the application to your selected program; appointment deadline is November 17th!**)

Assessments (the assessment may be taken up to *two* times):

- International Health and Safety Post-test*

Resources and Reminders (read and “mark as read”):

- Read the Pre-Departure & Safety Manual
- Returning Semester Housing Application Information
- Travel Accident and Emergency Insurance
- Off-Campus Study Approval FAQs

Phase 3: Pre-Departure Preparation (complete by deadline indicated with each item)

- Complete the Intercultural Development Inventory (IDI) * GEL will send individual login credentials via email. (Must be completed **PRIOR** to attending the first Pre-Departure Cultural Session)*
- Mark your calendar** and Participate in the required Pre-departure Cultural Session*
Select **ONE** of the 4-hour sessions offered:

THURSDAY		SATURDAY
October 26th 5-9 pm Phelps, Lower Beamer	OR	October 28th 8:30a-12:30p Phelps, Lower Beamer

Students planning to study abroad but still awaiting an admissions decision from their program should attend the pre-departure sessions in anticipation of studying abroad.

- Schedule and participate in an individual IDI Debriefing* (Completed **AFTER** attending the first Pre-Departure Cultural Session and before the end of the semester)

Complete *after* program acceptance

- Copy of Program Acceptance
- Submit Flight Itinerary
- Register on STEP (Smart Traveler Enrollment Program) and International SOS Alert systems*
- As appropriate, coordinate program preparation and accommodation requests with Academic and Disability Services, Student Health Services, Financial Aid, and/or the Counseling Center
- Complete your program’s pre-departure requirements, apply for visas, continue general site-specific preparation, etc.

When all of the Wheaton pre-departure requirements have been completed, your GoGlobal application status will be changed to “Approved.” This status change triggers processes in other offices around campus related to your being off-campus next semester.

Phase 4: On-Site (complete after arrival at program)

- Verify on-site contact information
- Verify full-time course enrollment (minimum 12 semester credit hours, or equivalent)