

## Steps to Study Abroad (18 month cycle)

### 18 months before travel

- Submit prospect request <https://norwich.studioabroad.com/index.cfm?FuseAction=Prospects.Home>

### 17 months before travel

- Attend Education Abroad 101/Funding Basics and Study Abroad Alumni Panel
- Create Profile <https://norwich.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne>
- Explore program options <http://international.norwich.edu/education-abroad/students/explore/>

### 16 months before travel

- Meet with academic advisor and get study abroad curriculum plan

### 15 months before travel

- Apply for passport (current passport validity) <https://travel.state.gov/content/passports/en/passports.html>
- Select programs that meet your needs
- Discuss program options with family

### 14 months before travel

- Schedule meeting with study abroad advisor in International Center [international@norwich.edu](mailto:international@norwich.edu)
- Request estimated budget from study abroad advisor
- Open Norwich application <https://norwich.studioabroad.com/index.cfm?FuseAction=Security.ExistingUserLogin>

### 13 months before travel

- Apply to annual national scholarships

### 6-8 months before travel

- Notify coaches, ROTC, National Guard, etc. of study abroad plan. Complete any related requests for absence.
- Select courses and confirm course selections with academic advisor and relevant faculty
- Apply to program (if not CityLAB: Berlin or Norwich faculty-led)

### 3-6 months before travel

- Apply to program scholarships, semesterly national scholarships, and Politi scholarship
- Request updated budget from study abroad advisor and meet with Bursar's office to discuss financial plan
- Attend mandatory Norwich pre-departure Orientation
- Apply for visa (if needed) and Purchase your plane ticket

### 2 months before travel

- Recheck courses and confirm course changes with academic advisor and relevant faculty

### 1 month before travel

- Finish pre-departure requirements in Norwich Study Abroad application

### Annual Study Abroad Deadlines

	Fall Abroad	Spring Abroad	Maymester	Summer Abroad
GPA Clearance Due	March 1	October 1	November 15	March 1
Complete App Due	March 15	October 15	December 1	March 15
Acceptance Due	March 30	October 30	December 8	March 30
Commit/Decline	April 10	November 10	December 15	April 10

### Description of Deadlines

#### GPA Clearance Deadline

Students intending to study abroad must have opened a Norwich application, completed informational reading pieces, and have cleared their GPA and conduct record checks. (These checks performed by International Center.)

#### Complete Application or Cancel Deadline

Students intending to study abroad must have completed their Norwich study abroad application, including Transfer Credit Request Form and Financial Counseling.

If students no longer plan to study abroad they should cancel their application by this date.

#### Acceptance Deadline

International Center will notify students of their acceptance for study abroad.

#### Commitment or Decline Deadline

Students must commit to their program. Failure to commit or decline by this deadline or withdrawal after this deadline will incur the \$750 Education Abroad fee and any other non-recoverable expenses.

## Steps to Study Abroad (Semester Prior Cycle)

### 4-8 months before travel

- Submit prospect request <https://norwich.studioabroad.com/index.cfm?FuseAction=Prospects.Home>
- Attend Education Abroad 101/Funding Basics and Study Abroad Alumni Panel
- Create Profile <https://norwich.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne>
- Explore program options <http://international.norwich.edu/education-abroad/students/explore/>
- Meet with academic advisor and get study abroad curriculum plan
- Apply for passport (or check current passport validity) <https://travel.state.gov/content/passports/en/passports.html>
- Select programs that meet your needs
- Discuss program options with family

### 4-6 months before travel

- Schedule meeting with study abroad advisor in International Center [international@norwich.edu](mailto:international@norwich.edu)
- Request estimated budget from study abroad advisor
- Open Norwich application <https://norwich.studioabroad.com/index.cfm?FuseAction=Security.ExistingUserLogin>
- Notify coaches, ROTC, National Guard, etc. of study abroad plan. Complete any related requests for absence.
- Apply to program (if not CityLAB: Berlin or Norwich faculty-led)
- Select courses and confirm course selections with academic advisor and relevant faculty

### 2-4 months before travel

- Apply to program scholarships, semesterly national scholarships, and Politi scholarship
- Request updated budget from study abroad advisor and meet with Bursar's office to discuss financial plan
- Attend mandatory Norwich pre-departure Orientation
- Apply for visa (if needed) and Purchase your plane ticket

### 1 month before travel

- Recheck courses and confirm course changes with academic advisor and relevant faculty
- Finish pre-departure requirements in Norwich Study Abroad application

## Annual Study Abroad Deadlines

	Fall Abroad	Spring Abroad	Maymester	Summer Abroad
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