

# STEPS TO STUDY ABROAD

## PART 1: APPLY THROUGH PACE



### Explore Pace's Study Abroad Programs

**1** Go to [www.pace.edu/study-abroad](http://www.pace.edu/study-abroad), review programs, then click on any program to visit our application portal (Terra Dotta). Log in and search for the program that's right for you. Read about locations, areas of study, costs, program durations, accommodations, and more!

### Attend an 'Abroad 101' Info Session

**2** This 30-minute session walks you through the process of study abroad at Pace. What do you want to learn, and as a result, be able to do — that you can't do at Pace? Think about what you're looking for from your time abroad. Consider academics, location, finances, timing, how independent you want to be, and the financial differences between Pace's "Exchange" and "Partner" semester programs.

### Meet with your Pace Academic Advisor

**3** Together, you should review your academic track (Degree Works), class flexibility, and plans to study abroad — in relation to your graduation and major/minor requirements. Questions to ask your Advisor:

- Do I have the academic flexibility to study abroad?
- When can I study abroad, and for how long?
- What classes can I take while I am studying abroad? What can't I take abroad?

### Optional: Speak with Study Abroad

**4** If you have more questions (regarding the application process, how to choose a program, and scholarships, etc.), email us at [studyabroad@pace.edu](mailto:studyabroad@pace.edu) to set up a time to speak with a Study Abroad Advisor or study abroad alum (Pace peer/student).

### Apply! Submit your Pace Study Abroad Application

**5** Apply for your chosen program through the application portal (Terra Dotta) by clicking the blue "Apply Now" button on the program page. You must check off all the boxes to submit your application. You'll be notified when you're approved (within 2 weeks of the application deadline).

*If you cannot get your official transcript in time for the application, notify our office at [studyabroad@pace.edu](mailto:studyabroad@pace.edu) before your application deadline.*

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## PART 2: AFTER YOU'VE BEEN APPROVED BY PACE

### Attend an 'Abroad 102' Info Session

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This 30-minute session walks you through getting your foreign courses approved as Pace courses ("Course Equivalencies"). This session is mandatory for all students going abroad on semester, summer, or January intercession programs.

### Complete your Course Equivalency Forms

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Once you've been approved by Pace Education Abroad, research your foreign institution's course offerings (on their website) and complete your Course Equivalency Forms. All courses taken abroad must be approved by (1) the relevant Pace Dept Chair (if not previously approved), and (2) your Academic Advisor.

### Apply to the Host Institution

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You'll receive instructions on how to apply to your foreign institution from Pace Education Abroad. Complete the application process ASAP — to meet the overseas host institution's deadline!

### Apply for a Visa (if applicable)

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If a visa is required to study at your program abroad, visit the website of the host country's embassy and research what's required to obtain a visa. The process is different for every country, and some require you to make an in-person appointment — be proactive.

### Ensure that you are registered at Pace for your term abroad

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Once you've completed all your mandatory pre-departure requirements, you'll be registered at Pace as a study abroad student for the term during which you study abroad. Double-check that there are no holds on your account that would prevent Pace Education Abroad from registering you.

### Attend the mandatory Pre-Departure Orientation

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Before traveling abroad, every student is required to attend a Pre-Departure Orientation. It addresses health and safety, traveling tips, and other information you'll need to know before going abroad.

### Prepare for Departure

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Purchase your flight ticket, plan your finances, read about your destination, pack, and get ready to explore your world!