

STEPS TO STUDY ABROAD

FOR SEMESTER, SUMMER, & JANUARY INTERSESSION PROGRAMS



PART 1: APPLY FOR PACE APPROVAL TO STUDY ABROAD

☐ **Attend the 'Abroad 101' and 'Abroad 102' info sessions.**

Get started with these 2 sessions that will walk you through the process of study abroad at Pace. They will guide you to consider what you're looking for from your time abroad and help you stay on your Pace Path – Learn about academic planning, location, finances, timing, how independent you want to be, and the financial differences between Pace's "Exchange" and "Partner" semester programs.

☐ **Explore Pace's study abroad programs.**

Go to the [Education Abroad website](#) to review programs, then click on any program to visit our application portal (Terra Dotta). Search for the program that's right for you. Read about locations, areas of study, costs, program length, accommodations, and more!

☐ **Meet with your Pace Academic Advisor.**

Together, review your academic track (Degree Works), class flexibility, and plans to study abroad – in relation to your graduation and major/minor requirements.

- 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 the Education Abroad office.**

If you have more questions (regarding the application process, how to choose a program, and scholarships, etc.), email us at studyabroad@pace.edu to set up a time to speak with a Study Abroad Advisor or Pace Abroad Leader (PAL) for peer advising.

☐ **Apply! Submit your Pace study abroad application.**

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).

STEPS TO STUDY ABROAD

FOR SEMESTER, SUMMER, & JANUARY INTERSESSION PROGRAMS

PART 2: AFTER YOU'VE BEEN APPROVED BY PACE

☐ **Complete your course equivalency forms.**

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 via Pace's online form. All courses taken abroad must be approved by the relevant Pace Department Chair (if not previously approved) & your Academic Advisor.

☐ **Apply to the host institution.**

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).**

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.

☐ **Attend the mandatory Pre-Departure Orientation**

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

☐ **Ensure that you're registered at Pace for your term abroad.**

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

☐ **Prepare for departure.**

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