



## Step-by-Step Guide to Study Abroad at MNU

### Begin by identifying your priorities:

- How important is it that you take courses in your major?
- Are you set on going to a particular country, or are you flexible?
- Would you like to improve your foreign language skills?
- When do you want to go (summer, over a long semester or over one year)?
- How important is on-site support to you and your family?
- Are scholarships a priority?
- Will internship options factor into your decision-making process?

### Once you've identified your priorities, proceed through these steps.

**STEP 1:** Attend an information session. You can attend a general information session, make an appointment with the Registrar for a program-specific session or review an online information session. Any of these sessions will be useful.

**STEP 2:** Schedule a visit with your academic advisor and identify the best types of courses to reserve for study abroad. Ask how your participation may impact your plans for graduation, and any policies you need to be aware of as you begin planning.

**STEP 3:** Review your study abroad options listed online

<http://www.mnu.edu/undergraduate/academics.html#studyopportunities>. Note that if a particular program or provider is not included, it will be considered a "non-MNU program," and special provisions apply (non-MNU programs may or may not qualify for transfer credit and will not qualify for institutional scholarships, although financial aid can be applied if the program is approved).

**STEP 4:** Visit the study abroad coordinator/Registrar's office. Use this opportunity to discuss course offerings, credit transfer, cost, funding for study abroad, housing and travel-related questions, etc. Fill out the MNU Go Global Study Abroad application and return to Registrar's office. Get a brown form and fill this out, getting needed campus signatures. This will be returned to Registrar's office when you finalize for your semester abroad.

**STEP 5:** Make an appointment with Financial Aid to discuss study abroad finances and prepare a financial plan. Students who plan ahead typically increase their options in terms of scholarships and financial aid. Add relevant scholarship deadlines to your calendar, and allow enough time to prepare your applications and request letters of recommendation.

**STEP 6:** Apply for the program of your choice.

(<http://www.mnu.edu/undergraduate/academics.html#studyopportunities>) Most program applications are online. Check with Registrar's office for application to programs that are not online. Review application requirements of your program, and be sure to check on deadlines, as they can vary by program. Please note that some programs, providers and host schools have an additional application process, besides the MNU Go Global Study Abroad application (if you're unsure, be sure to check with the Registrar's Office).

## Once you've been informed of your acceptance

**STEP 1:** If you don't have one, apply for a passport as soon as possible, or, if yours will expire 6 months after the end of the time you're planning to be abroad, you should apply for one now. The MNU ServiceCorps office will guide you in the process of getting your passport. You will need to have a passport before you can apply for either a residency permit or a visa (if required). Allow up to a few months for the visa process. You will be responsible for contacting the appropriate consulate or embassy for guidelines and to secure the necessary paperwork. The ServiceCorps office can guide you in this visa process, if it is required.

**STEP 2:** Begin completing and submitting acceptance materials online

<http://www.mnu.edu/undergraduate/academics.html#studyopportunities> for all CCCU programs, NTC Manchester Study in Britain, and NILI. For all other programs, contact the Registrar's office. All this information is required by the University and can be vitally important to your wellbeing. Review, note and keep payment and registration deadlines and instructions for your particular study abroad program.

**STEP 3:** If you will be applying for financial aid, work out an estimated student budget with Financial Aid for your program. Your financial aid advisor will use the budget to review and revise your financial aid award for the semester you will be away, and will send you a financial aid notification. Review the information in a timely manner, as there are important steps you will need to take to ensure that your award is disbursed as planned and on time.

**STEP 4:** Review important general student travel and safety information, as well as information specific to your host country, and learn about your responsibilities while you are abroad. Students studying or planning to travel in Asia, Latin America, Africa or Eastern Europe may need immunizations. Students who receive aid or scholarships through MNU Financial Aid must complete online steps. Fill out your Emergency Action Plan card and turn it in to Registrar's office.

**STEP 5:** You will be required to take a 20-minute online cultural intelligence (CQ) assessment before and after your study abroad experience. You'll receive instructions for this in an email. Attend the required pre-departure orientation session(s) for your program. Some of this will be online and some sessions will be through the ServiceCorps office. Watch for the cross-cultural training dates that will be sent to you. Learn all you can about your host country and follow the local news so you are aware of what the issues of the day are.

Prepare, prepare, prepare! This will maximize your study abroad experience!