Checklist for VUSE Students Studying Through Non-VU Approved Programs

____ See your academic adviser(s) to make sure the courses you plan to take abroad will allow you to make timely progress toward completing your major(s) and any minor(s).

____ See Dean Cynthia Paschal to seek approval for academic study in the program. Present a proposed four year plan of study, with courses listed semester by semester, including the international program. Also present detailed information about your proposed study abroad program.

____ See Academic Counselor Steve Wadley for assistance in applying for transfer credit.

____ See Dean Arthur Overholser for a Leave of Absence, which is necessary if participating in a non-VU approved program during the academic year.

____ Note that VU sponsored scholarships and financial aid cannot be used for this program. See your financial aid officer about the possibility of using federal financial aid.

____ See Dean Paschal to sign forms from the host program that require a dean’s signature.

____ Obtain adequate health insurance with international coverage. Your program should provide information on how to purchase this. If not, consult the Global Education Office regarding their approved health insurance carrier and how you can enroll under the Vanderbilt plan.

____ Inform the VU Mail Services of your mail forwarding plans, either in person or online.

____ Contact your adviser and utilize YES to register for the semester that follows your time abroad. This must be done during your registration window, generally in early/mid April or late October/early November, depending on your semester abroad.

____ See the Office of Housing and Residential Education for information about your living arrangements upon your return.

____ Check with the Office of Student Accounts to make sure you are in good standing.