

## Mills College Study Abroad Checklist

Use this checklist as a guide to applying for Study Abroad. The steps are in the order preferred; however, it is recognized that in some instances there may be a need to apply to the program provider and complete the Mills application at the same time. In the end, **complete all appropriate steps before you leave for your program.** The Study Abroad Advisors are available at any time during the process to assist you.

- Confirm your eligibility to participate in the Mills College Study Abroad Program:
  - In attendance at Mills the semester prior to participation
  - Minimum 3.0 cumulative GPA at time of application
  - Sophomore or Junior standing at time of departure
    - If you will not be a Sophomore or Junior at the time of your intended departure, make an appointment with Academic Records to discuss your options.
  - Declared major
  - Satisfactory academic standing
  - No “incomplete” grades at time of departure
- Be aware of Mills deadlines! The Mills College Study Abroad Application is due:
  - Fall semester/full year: March 15
  - Spring semester: October 1
- Be aware of program deadlines! **Application deadlines for programs may vary, and in some cases may be due on or before the Mills application deadline.** Check the program’s website to ensure you are in line with deadlines from both programs. Contact Academic Records with any questions.
- Make an appointment with Academic Records in-person or by emailing [records@mills.edu](mailto:records@mills.edu) to discuss study abroad opportunities, the application process, and eligibility criteria.
- Consult with the Study Abroad Faculty Advisor for the region where you intend to study, for more information on specific programs. The Study Abroad Faculty Advisors are listed on the Study Abroad website FAQ section, and their contact information is available on the Mills website under Academics → Faculty. <http://www.mills.edu/academics/faculty/>
- Print the Mills College Study Abroad Application, the link for which is available through the Study Abroad webpage on the right hand side.  
[http://www.mills.edu/student\\_services/registrar\\_and\\_records/StudyAbroadApplication.pdf](http://www.mills.edu/student_services/registrar_and_records/StudyAbroadApplication.pdf)
  - **Part I: Student Information.** Complete this portion of the Mills College Study Abroad Application with your personal information and the program’s information. If you are applying to more than one program, complete a separate application for each program.
  - **Part II: Statement of Purpose:** Compose your Statement of Purpose. This essay should be no more than 500 words, and should describe your proposed plan of study and show how it relates to your curriculum at Mills. See the Study Abroad Application for more information.
  - **Part III: Academic Records:** Take your application to Academic Records to verify your eligibility and acquire signature. You will receive your Notice of Eligibility via email when your form is ready for pick-up at the front desk. **Please allow 1-2 business days for processing.**
  - **Part IV: Study Abroad Advisor:** Take your application to and meet with the Study Abroad Faculty Advisor for your region to review your Statement of Purpose, discuss your choice of program, and acquire their signature. The Study Abroad Faculty Advisors are listed on the Study Abroad website FAQ section, and their contact information is available on the Mills website under Academics → Faculty. <http://www.mills.edu/academics/faculty/>
  - **Part V: Preliminary Transfer Credit Evaluation and Academic Advisor’s Signature:** Schedule an appointment with your academic advisor to finalize your course selection and determine the placement of those courses into your MAP. Bring a printed course list from the study abroad

program to this meeting, including a second choice of schedule in case some courses are not available. Course listings are available through the program's website.

- **Part VI: Division of Student Life:** Take your application to the Cowell building, and submit your form to the front desk for the signature by Division of Student Life staff. **Please allow 1-2 business days for processing.**
- **Part VII: Financial Aid:** Take your application to Financial Aid to acquire signature, and to discuss the sources of financial aid that will or will not transfer toward the cost of the program, and the requirements for receiving financial aid while studying abroad. Financial Aid holds drop-in hours Mondays 9AM-4PM, Tuesdays, Wednesdays & Thursdays 9AM-5PM and Fridays 10AM-5PM.
- Submit the completed Mills Study Abroad Application with your statement of purpose to Academic Records by the deadline. When your form is processed, you will receive a Notification of Approval email from Academic Records.
- Apply directly to the program of your choice.
  - Students applying for international exchange to Lingnan or Ewha University will receive the application via email.
- Pay the non-refundable deposit and housing deposit, if applicable, directly to your program.
- Apply for scholarships (optional, but recommended). A list of scholarships is available on the Study Abroad webpage. [http://www.mills.edu/academics/study\\_abroad/scholarships.php](http://www.mills.edu/academics/study_abroad/scholarships.php) Also, certain programs have scholarships, please consult with them directly.
- Receive your acceptance letter. Complete the Intent to Participate form linked in the Notification of Approval email. Take both your acceptance letter (a copy will suffice) and the Intent to Participate form to the M Center.
- Receive a congratulatory email confirming your “study away” status from the M Center.
- Attend the Pre-Departure Orientation to learn how to make the most of your experience abroad.
- Make any other preparations as needed, such as visa and passport applications, housing, and travel insurance. Note that some programs provide assistance with these services.
- Ensure you have health insurance coverage while abroad. You will not be enrolled in the Mills Student Health Plan, but the program you study through may have insurance you may purchase
- Check to see if you need any vaccines for the country you are traveling to.

#### **UPTON RETURN**

- Attend the Re-Entry Orientation to readjust to life at Mills and apply your new global perspective to vocational exploration.
- Receive and complete the Study Abroad Evaluation. These evaluations are vital to Study Abroad programs at Mills, as they help us determine which programs to keep for our future students. They also help future students determine which programs to pursue. (Did you read an evaluation before you left? Was it helpful?)
- Consider participating in the Study Abroad Information Panel held at the beginning of the semester to speak about your experience to other students. Contact [records@mills.edu](mailto:records@mills.edu) for more information. (Did you attend an info panel prior to studying abroad? Was it helpful?)