**COKER COLLEGE**

**Checklist for Partner Program Abroad (Non-Coker Program)**

**Coker Clearance:**

\_\_\_ Have an idea of the course of study and location. Research your study abroad interests online and in the Study abroad library. Bring that information with you to discuss with Study Abroad Director.

\_\_\_ Have at least 3 meetings with Dr. Kenyon

\_\_\_ Schedule meetings with your Faculty Advisor to discuss study abroad plans and review courses for Courses Elsewhere Transient Student Form (available from the Office of Academic Records).

\_\_\_ Submit program application and fee. Continue to provide all program documents to complete application packet (recommendations, disciplinary record, advisor approval, etc.) Send transcripts.

\_\_\_ Take trip budget worksheet to Financial Aid Office for review and to determine if sufficient funds are available. Remember to include program fee plus airfare (if not included), books and supplies, meals, ground transportation, entrance fees, excursions, shopping, etc.

\_\_\_ Search for study abroad scholarships and apply if applicable.

\_\_\_ **Pickup Courses Elsewhere Form from Office of Academic Records (OAR) to transfer course credits to Coker. Must be submitted to OAR and approved before study abroad begins.**

\_\_\_ Take study abroad acceptance letter and invoices to the Student Solution Center and complete disbursement request for check to be cut and mailed for program fee. Discuss other expenses such as airfare (if additional funds are available). Ask how disbursements are made for additional expenses (directly to provider or reimburse student).

\_\_\_ Notify Residence Life that you will be studying abroad.

\_\_\_  Re-take Spanish placement test if studying in Spanish-speaking country.

\_\_\_  If you are a student athlete and your season begins the semester after your study away, you will need to meet with Jennifer Bell, Compliance Officer, to discuss NCAA requirements the semester prior to your study away experience, jbell@coker.edu or 383-8262

\_\_\_\_ Athletes, graduating seniors (must seek permission to waive 30 hour residency requirement) will need to make an early transcript request of the program/university providing the study away experience so as not to hold up your eligibility to play upon your return or graduate.

**.Dr. Kenyon, Direcgtor of Educational Travel Requires:**

\_\_\_ Coker Intention to Study Abroad Form.

\_\_\_ Copy of trip itinerary with program start and end dates, breaks and excursions.

\_\_\_ Copy of the Acceptance Letter from University/Study Abroad Program.

\_\_\_ Copy of the Coker Advisor’s Authorization Form from University/Study Abroad Program if applicable.

\_\_\_ Copy of Transient Form before submitting to OAR. Email approval notification from OAR.

\_\_\_ Copy of the Passport.

\_\_\_ Copy of Insurance (if required by Program).

\_\_\_ Emergency Contact form.

\_\_\_ Notarized Waiver/Release Form

**Notes:**

* Review the information from the study abroad program and follow instructions.
* Pay close attention to deadlines.
* Stay in contact with the program directors.
* Check with your insurance provider to determine if you are covered while abroad.
* Make certain you have met all Coker requirements for credit and that your CEL file is complete.
* Review requirements for Coker Scholarships and apply if eligible:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return a signed copy of this form to Dr. Kevin Kenyon, SB 106 at Coker College/Hartsville, SC 29550**