



STEPS 1-5

1 MEET WITH A STUDY ABROAD ADVISOR

in the Center for Global Engagement. Located in the International House, 302 Williamston Road, Anderson.

2 CREATE AN ACCOUNT IN VIA!

The official Anderson University study abroad system.
<https://andersonuniversity-study-abroad.via-trm.com>

3 DETERMINE WHICH COUNTRY YOU WISH TO GO TO & WHEN.

Your study abroad advisor will give you some help and guidance if you are not sure of your options. You should also know an estimate of the credits you will take while abroad.

4 OBTAIN A FINANCIAL AID ESTIMATE

for the summer or semester you would like to attend from the Financial Aid and Scholarship Office. We call the form a Financial Aid Audit. (It is recommended that you obtain a semester and summer financial aid estimate if you are exploring a semester. This will help if, for any reason, a full semester is not an option.) Please note that you cannot use institutional aid (Anderson University scholarships) for study abroad. An advisor will explain the policy to you in greater detail when you bring the Financial Aid Audit to our office.

5 COMPLETE THE TRANSIENT FORM FOR STUDY ABROAD.

Once you decide to attend a program, you should complete the Transient Form for Study Abroad. (Please note that your advisor can approve any elective classes. However, if you are requesting major or minor course substitutions, the chair of the department of the major (if there is one) needs to approve as well as the Dean of that program and your major. If you wish to have any CTI or CON classes as course substitutions, Professor Nathan Cox who serves as the Assistant Provost, can review and would need to approve.) Do not take the form to the registrar's office. The Center for Global Engagement will register you and obtain this approval.

10 STEPS TO STUDY ABROAD



STEPS 6-10

6 MEET WITH THE CENTER FOR GLOBAL ENGAGEMENT

with your transient form for study abroad. You will then be able to apply for the program internally in our online study abroad program called VIA. Once you complete the Anderson application to study abroad in VIA, we will approve you and then you have additional waivers and releases to complete in the VIA program.

7 APPLY TO THE STUDY ABROAD PROGRAM

that you wish to take part in after you have completed all the necessary forms for Anderson University.

8 ATTEND A HEALTH, WELLNESS, & SAFETY PRESENTATION

which will be scheduled by a study abroad advisor in the Center for Global Engagement at a time convenient to your schedule.

9 REGISTER FOR CLASSES!

The Center for Global Engagement will register you for the classes you are taking abroad. (Do not submit the transient form for study abroad to the registrar's office.) If you are using any federal aid (loans, pell), or state aid, you will be registered and billed at Anderson University. If you are not using aid, then you will pay the program directly. The Center for Global Engagement will assist you with understanding the payment process. When we register you for a study abroad program, it will read IS 399 COUNTRY for the number of credits you take during the semester you are studying abroad.

10 RETURN!

When we receive your transcript from the program, the bulk credits will then be changed to the courses you were approved to take as any course substitutions. We do not accept grades for study abroad. You will receive a P or F for your study abroad program. We only allow grades for classes instructed by Anderson University faculty.

10 STEPS TO STUDY ABROAD