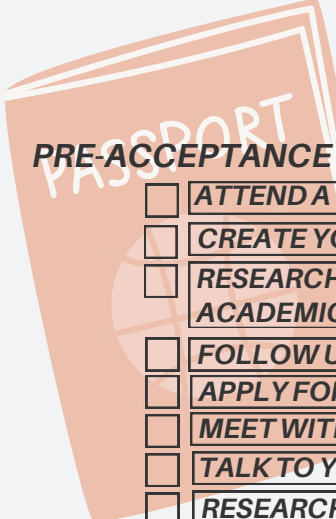


TU Study Abroad/Away checklist

PRE-ACCEPTANCE

- 
- ☐ ATTEND A TU STUDY ABROAD/AWAY GROUP ADVISING SESSION
 - ☐ CREATE YOUR STUDY ABROAD/AWAY PROFILE IN HORIZONS
 - ☐ RESEARCH PROGRAM OPTIONS - THINK ABOUT COST, LOCATION, ACADEMICS, AND LIFESTYLE
 - ☐ FOLLOW US ON SOCIAL MEDIA @TOWSONUABROAD AND VISIT OUR BLOG
 - ☐ APPLY FOR A PASSPORT, IF APPLICABLE
 - ☐ MEET WITH YOUR STUDY ABROAD/AWAY ADVISOR
 - ☐ TALK TO YOUR ACADEMIC ADVISOR
 - ☐ RESEARCH STUDY ABROAD/AWAY SCHOLARSHIPS
 - ☐ REQUEST A STUDY ABROAD/AWAY BUDGET FROM YOUR STUDY ABROAD ADVISOR (IF YOU RECEIVE AID)
 - ☐ MEET WITH A FINANCIAL AID ADVISOR IF YOU RECEIVE GRANTS OR LOANS
 - ☐ SUBMIT AN APPLICATION IN HORIZONS (EVERYONE!)
 - ☐ APPLY TO YOUR STUDY ABROAD/AWAY PROGRAM OR HOST INSTITUTION DIRECTLY (EVERYONE EXCEPT FACULTY-LED)
 - ☐ APPLY FOR STUDY ABROAD/AWAY SCHOLARSHIPS

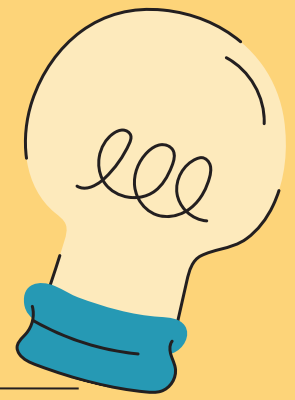
POST-ACCEPTANCE

- ☐ APPLY FOR A VISA (IF REQUIRED)
- ☐ COMPLETE YOUR STUDY ABROAD COURSE FORM (ALL STUDY ABROAD PARTICIPANTS EXCEPT FACULTY-LED, TU GLOBAL INTERNSHIPS, NSE STUDENTS, AND INDEPENDENT STUDY ABROAD/INTERNSHIP PROGRAMS)
- ☐ COMPLETE YOUR NATIONAL STUDENT EXCHANGE TRANSFER PETITION (NSE APPLICANTS ONLY)
- ☐ COMPLETE YOUR POST-ACCEPTANCE IN HORIZONS
- ☐ APPLY FOR HOUSING AT YOUR HOST INSTITUTION (IF APPLICABLE)
- ☐ REQUEST A RELEASE FROM TU HOUSING FROM YOUR STUDY ABROAD ADVISOR (IF APPLICABLE)
- ☐ MAKE SURE THERE ARE NO HOLDS ON YOUR STUDENT ACCOUNT
- ☐ PAY YOUR STUDY ABROAD/AWAY BILLS
- ☐ COMPLETE THE ONLINE ORIENTATION AND ATTEND THE IN-PERSON OR VIRTUAL PRE-DEPARTURE SESSION

BACK HOME

- ☐ ENSURE ALL THE COURSES YOU TOOK ABROAD/AWAY HAVE BEEN EQUATED (EVERYONE EXCEPT FACULTY-LED AND TU GLOBAL INTERNSHIPS)
 - ☐ COMPLETE YOUR EVALUATION IN HORIZONS
 - ☐ UPDATE YOUR RESUME AND LINKEDIN
 - ☐ VOLUNTEER FOR STUDY ABROAD/AWAY EVENTS ON CAMPUS
 - ☐ APPLY FOR A PEER ADVISOR POSITION IN THE STUDY ABROAD & AWAY OFFICE
 - ☐ PARTICIPATE IN RE-ENTRY ACTIVITIES
- 

Things to consider when planning your Study Abroad or Away experience



COST:



- What are your financial limitations?
- Would you be willing to take out a loan in order to study abroad/away?
- Have you saved any money or can you do so by taking on an extra job?
- What is included in the program fee?
- What is the refund policy if you decide not to move forward with the program?

1

2

LOCATION:

- Do you want to be with locals or other American students?
- Do you want to be in an urban area or off the beaten track?
- Do you want to use or learn a foreign language?
- What kind of climate do you prefer?
- Are specific classes or location more important?



ACADEMICS:

3

- Do you want courses to apply to your major, minor or core requirements?
- Do you want to study something different from your major?
- Do you want to take courses in another language or in English?
- Are any of the classes you want to take equated in our course database?
- Will you take classes with other students from the U.S. or other international students?



LIFESTYLE:

- Do you prefer to be in a group or are you more independent?
- Do you want organized excursions and activities as part of your program?
- Do you want to live in a dorm/ apartment/with a family?
- Do you have any dietary restrictions? Are you adventurous with food?
- Do you have any disabilities or need any accommodations?



Study
Abroad
& Away

4

Questions?

Visit our website: www.towson.edu/abroad

FINANCIAL AID FOR STUDY ABROAD/AWAY

Requirements

- To be eligible for federal loans students must meet minimum course load requirements (total units per term).
- To apply for federal financial aid, complete a 'Free Application for Federal Student Aid' (FAFSA) online at <http://www.fafsa.ed.gov/>.
- If seeking aid for summer, also complete the online summer aid application through TU Online Services (PeopleSoft). The application becomes available in April of each year.
- Until you are officially registered by the Study Abroad & Away Office the Financial Aid Office can only provide an *estimate* of the aid you will receive.
- If you're already receiving grants or scholarships, those awards cannot be increased based on your study abroad/away costs.



PROCEDURES

If you plan to use any financial aid during your study abroad/away term, follow these procedures:

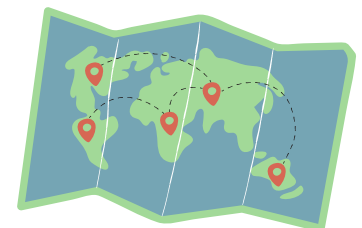
- ➔ Request a 'Study Abroad/Away Budget' from your Study Abroad Advisor via email. The budget provides a breakdown of the estimated costs of your program including tuition, airfare, personal expenses, and any additional fees.
- ➔ Submit the Study Abroad/Away Budget (signed by you) to the TU Financial Aid Office in person or by email:
 - Enrollment Services, Room #339
 - Monday – Thursday, 8 am – 5 pm; Friday, 8 am – 4:30 pm
 - Tel: 410-704-4236
 - Email: finaid@towson.edu
- ➔ Schedule an appointment with a TU Financial Aid Advisor to explore your borrowing options.
- ➔ You must determine if your aid has any study abroad/away restrictions. Sometimes eligibility for aid payments is based on who charges the study abroad/away program fees. Aid from the Maryland Higher Education Commission (MHEC) can only be used if you participate in a fall or spring study abroad/away program or exchange for which you will be billed directly by TU or other school within Maryland. See www.towson.edu/admissions/financialaid/apply/abroad.html for more information.
- ➔ IMPORTANT! Tuition remission/waivers can only be applied to TU exchanges.
- ➔ After your aid has been applied to your TU account, if you have a credit balance a rebate will be issued by the TU Bursar's Office (no earlier than 10 days before the first day of classes each term at TU). Make sure you are enrolled in the TU Disbursement Online Center (DOC) so your rebate can be processed!

Study Abroad & Away Costs Worksheet

		Study Abroad or Away		
Estimated costs	Towson University	Program Option #1	Program Option #2	Program Option #3
Program Cost/Tuition	\$	\$	\$	\$
Study Abroad/Away Fee*		\$	\$	\$
Application Fee		\$	\$	\$
Housing	\$	\$	\$	\$
Meals	\$	\$	\$	\$
Airfare/Travel		\$	\$	\$
Misc. expenses (books, living expenses, etc.)	\$	\$	\$	\$
Passport/Visa Fees		\$	\$	\$
Total	\$	\$	\$	\$

*Study Abroad/Away Fee: Minimester, Spring Break, Summer: **\$190** / Fall, Spring: **\$360**

If you receive Federal Financial Aid, ask your Study Abroad/Away Advisor to complete a **"Study Abroad/Away Budget"** and submit it to the TU Financial Aid Office. Your budget will allow the TU Financial Aid Office to determine your aid award package for your term abroad/away. Note: MHEC aid can only be used when TU or another university within the state of Maryland charges the program fee.



How to Complete the Study Abroad Course Form

- Click [here](#) to access the Study Abroad Course Form
- Click [here](#) to access the Study Abroad Course Database

PowerForm Signer Information

Study Abroad Course Form

Fill in the name and email for your academic advisor. They will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Academic Advisor

Name: *

Email: *

Enter your first and last name and TU email address.

Enter the first and last name and TU email address of your Academic Advisor. To find your Academic Advisor, check in SSC or your Towson Online Services account. You can look up their email address in the [TU Directory](#).

BEGIN SIGNING

Read the instructions on the course form carefully!



Study Abroad & Away Office


Study Abroad
Course Equation Form

DEADLINES:

DECEMBER 10 (Minimester, Spring, or Calendar Year)

MAY 10 (Summer, Fall, or Academic Year)

INSTRUCTIONS:

1. **Multiple academic subjects cannot be equated on the same form**
2. **Get more courses equated than you will need** in case of scheduling conflicts/course availability.
3. **Meet with your academic advisor** to review your TU degree plan and discuss how study abroad might fit in.
4. **If you don't need a course to fulfill a specific requirement at TU (i.e. major, minor, or core),** select 'yes' for general lower-level elective toward your overall credits for graduation.
5. **If the study abroad course is listed in the [Study Abroad Course Database](#)** , select 'yes' on the form. Upload a copy of the information page (PDF) from the database.
6. **If the study abroad course IS NOT LISTED in the database OR you do NOT want to earn general elective credit, complete the remainder of the form:**
 - **Attach a syllabus** for each of the study abroad courses.
 - **Business courses only:** Attach information on the accreditation agency for the university or program abroad; an Academic Requirements Report; and a signed Academic Advising Sheet.



Optional

COURSES THAT MAY NOT BE TAKEN ABROAD: MNGT 481, SPED 301, any upper-level ACCT courses (except ACCT 341), any Finance courses (except FIN 331, FIN 350, and FIN 436), and no more than 6 units of upper level (300-400) MKTG courses through study abroad/away.

REPEATING COURSES: Courses taken at TU may not be repeated abroad EXCEPT on *TU faculty-led programs or the TU Global Internship Program*.

LANGUAGE COURSES: Students who must repeat a language course abroad that was previously taken at TU will earn unspecific lower-level elective credit.



Optional

Upload required documents for business courses or other optional documents here.

Enter your first and last name, TU ID, your major, minor or concentration (if applicable) and information about your study abroad program.

TO BE COMPLETED BY THE STUDENT:

First Name: Harry Last Name: Potter TU ID: 0123456

Major: History Minor: Italian

Study Abroad Program/University Abroad: TU in Italy - Rome

City: Rome Country: Italy

Study Abroad Term: Fall ▼ Year: 2025

Enter information for the first course in the grey COURSE #1 box.


- If the course IS in the **Study Abroad Course Database**, select 'Yes' and upload a copy of the information page for that course from the database in PDF format.
- If the course IS NOT in the **Study Abroad Course Database**, select 'No' and continue to the next field.

Required - Attachment - Upload course information page from database

COURSE #1

TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title: ITL 100- Introduction to Italian Language

Is this course in the [Study Abroad Course Database](#)  Yes ▼

*If yes, upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.
If no, complete the fields below.*

Do you want to receive lower-level general elective credit? _____

If no, upload a course syllabus (PDF) for review by the academic department.

For which academic subject are you seeking credit? (E.g. ENGL, POSC, MATH, etc.) _____



- If you DO NOT need the course to fulfill a specific requirement at TU (i.e. major, minor, or core):
 - Select 'Yes' for lower-level general elective credit
 - Move on to your next course or finish
- If you DO need the course to fulfill a specific TU requirement (i.e. major, minor, or core):
 - Select 'No' for lower-level elective credit
 - Indicate which academic subject you want to receive credit in (e.g. HIST or BIOL)
 - Upload a syllabus for the course in PDF format

COURSE #2

TO BE COMPLETED BY THE STUDENT:

Overseas Course # and Title:

Required - Attachment Applied - Upload
course syllabus

Is this course in the [Study Abroad Course Database](#) ☐? ▼

If yes, upload a copy of the course information page (PDF) from the database and continue to course #2 or finish.

If no, complete the fields below.

Do you want to receive lower-level general elective credit? ▼

If no, upload a course syllabus (PDF) for review by the academic department.

For which academic subject are you seeking credit? (E.g. ENGL, POSC, MATH, etc.)



Repeat these steps for each course you are considering taking abroad.

IMPORTANT: Multiple academic subjects cannot be equated on the same form.

FINISH

When you've entered all your courses and uploaded all the required documents, click FINISH.