The Following is an outline for the selection and approval of an EXTERNAL (Non-BU) Study Abroad Program. Use this page as a guide, marking off the steps as they are completed. The exact order may vary, and you may wish to consult advisors on more than one occasion.

In addition, you should carefully review all of the content on the External Programs website including the ‘Frequently Asked Questions page.’

! Please remember to keep copies of all documents that you submit to BU Study Abroad. We will not make copies for you.

The following forms are required for study abroad on an External Program. See the "Credits" link on the External Programs website (above) for the downloadable PDF’s.

ALL of the documents below and a copy of your letter of admissions to the External Study Abroad Program must be submitted to Boston University Study Abroad.

<table>
<thead>
<tr>
<th>Course Approval Form: Signed By YOUR ADVISOR AND EACH DEPARTMENT (respective to each course)</th>
<th>Participation Policy Acknowledgement Form</th>
</tr>
</thead>
</table>

- Investigate and select a program that meets your needs
  - WEB: See the “Program Selection” link for guidance and criteria
- With your advisor, discuss your plan and how it affects your BU College requirements
  - WEB: See the “Consult with an Academic Advisor” section under the “Receiving Credits” link
- Discuss your plan with Emily Whalen, Program Manager for External Programs, during open office hours (Mon-Wed. 11-1pm, Thurs. 1-4) or by appointment
  - WEB: See “Applying” section under in External Programs section
- Apply to the Program
- Seek course approvals and submit the BUSA Course Approval Form (left) to our office
- Complete and submit the Participation Policy Acknowledgement Form (left)
- Submit a copy of your acceptance letter or email
- If applicable, meet with a counselor in the Office of Financial Aid. This should be done prior to taking a leave of absence.
  - WEB: see the “Before You Go” link
- Make arrangements for return semester registration.
  - WEB: Under the “Receiving Credits” link, see section on “Consultation with Academic Advisor”
- Make return semester housing arrangements
  - WEB: see the “Before You Go” link
- Take a “Leave of Absence” at the University Service Center. WEB: see the “Before You Go” link
- Make arrangements to have a transcript from your External Study Abroad Program sent to the mailing address listed at the top of this page.