



STEPS FOR APPLYING TO NON-GGC STUDY ABROAD PROGRAMS (STUDY ABROAD PROGRAM VENDORS)

Four to Six Months Prior to Program Start Date

1. Meet with your academic advisor and an Internationalization adviser to discuss your plans.
2. Complete a **Study Abroad Course Approval Form** and a **Transient Request Form** and secure all the signatures before submitting the forms to Internationalization. these forms are available on the [Education Abroad Portal](#), under [Resources](#).
3. Review the costs for your program, making sure you understand the full cost, and make an appointment with a Financial Aid counselor to discuss your funding options. Start searching for scholarships.
4. Apply directly to the provider/study abroad vendor for your program.

Two to Three Months Prior to Program Start Date

1. Complete the Office of Internationalization Budget Worksheet and apply for scholarships.
2. Confirm your participation in your program of choice with the Office of Internationalization (OI).
3. Gather all application materials, including forms required for signatures and course approvals from the vendor. Complete forms that require only the student's signature.
4. Print a copy of all forms, acceptance letters, and other related materials provided by the study abroad program vendor and Budget Worksheet to share at the appointment with the Assistant Director of Education Abroad. Make an appointment with the Assistant Director of Education Abroad by calling 678-407-5309 or 678-407-5597.
5. Bring all required forms for to OI to have a complete copy for office files. At that time, the Assistant Director will assist you with completion of the Course Approval process.
6. At your appointment in the Office of Internationalization, you will begin completing a Study Abroad Course Approval Form, which you will later share with your academic advisor and the Primary Point of Contact (POC) for study abroad in your school.
7. After the Study Abroad Course Approval Form has been signed by your POC and the dean, return a copy of the form to the Assistant Director for Education Abroad.
8. The Director of the Office of Internationalization will sign off on the Study Abroad Course Approval Form.
9. A complete package of the acceptance letters into the study abroad program required financial documents and Study Abroad Course Approval Form will be forwarded to the offices of the Registrar and Financial Aid.
10. Both the Registrar and Financial Aid will approve the appropriate forms. At that time, a copy of the forms may be forwarded to the study abroad program vendor.
11. A copy of the signed and approved forms will remain in the student's file.

One to Two Months Prior to Departure

Finalize your study abroad arrangements with the vendor: register for classes, finish course pre-approvals, and secure financial aid and scholarships.

Attend a mandatory pre-departure orientation to meet other GGC students going abroad and to learn how to prepare for international travel.