

STUDY ABROAD TIPS FOR ACADEMIC ADVISORS



NDSU INTERNATIONAL PROGRAMS
www.ndsu.edu/international

My advisee has a desire to study abroad...

- Identify the best term for your advisee to spend time overseas. If possible, add this to their academic plan document. Let your advisee know if there is more than one appropriate term to study abroad.
- Advise them on the best courses they should plan to take while abroad. Will these be courses towards their major, minor, general education requirements or electives?
- Suggest that your advisee attend a Study Abroad InfoSession which are offered every Monday-Thursday at 4pm in the Office of International Programs, MU 116 (next to coffee cart).
- Tell your advisee to check the Study Abroad website for program information, application deadlines and much more. www.ndsu.edu/studyabroad

Advisee is applying to a study abroad program...

- Engage in an initial discussion of the program(s) they like. Why have they chosen this program? What degree requirements might this program help him/her to fulfill?
- You can suggest which courses are appropriate and let your advisee know if there are any that he/she is not able to take overseas. You will be asked by your advisee to sign the Study Abroad Course Plan and you or someone within your department will review the course descriptions that the student provides in order to determine if they will apply towards their major, minor, or electives. Often the student must visit multiple departments for signatures if they have multiple majors and/or minors. Students who are fulfilling general education requirements abroad will complete the Appeal General Education Requirements form.
- Encourage your students to complete application procedures through the study abroad website www.ndsu.edu/studyabroad in a timely manner so that they may attend the mandatory pre-departure sessions which are held each semester. Pre-departure sessions help students manage application, financial aid, visa, course equivalency and transcript procedures, as well as preparing students for life in another country, whether it be for cultural, health, safety, packing, etc.
- All students who go abroad will be registered at NDSU for the semester they will be abroad. Students participating on a faculty-led program will be registered for the particular course number determined by the department. All other students are registered for UNIV 492 using the Study Abroad Course Plan. Registration is important for financial aid, transfer credit, and risk management issues.

Advisee is currently overseas...

- Your advisee may make changes to his/her schedule after arriving at the host university and may ask for your advice on the changes. A second Study Abroad Course Plan may be completed at this time as an update which lists the additional courses that have been approved. Please have the student forward the signed copy to the Office of International Programs (it can be scanned and emailed). Another option would be for the student to complete the Substitution/Waiver form which can be found online through Bison Connection.
- Your advisee may need your assistance in registering for the upcoming semester or may be considering extending their study abroad experience for another semester. In this situation the student may need additional guidance regarding course selection.

Advisee has returned from a study abroad program...

- It may take some time for your advisee's transcript to arrive from abroad and it is not uncommon for transcripts to arrive 3-4 months after the student's return. Encourage the student to regularly contact the university overseas ensure the transcript will be sent directly to International Programs for processing. A transcript which is sent directly to Registration and Records will not be processed correctly and could cause delays.
- Once the transcript has arrived, a copy will be uploaded to the student's online study abroad portal for them to have access to immediately. The transcript is then processed and sent to Registration and Records where it may take up to a month for their NDSU transcript fully to be updated. There is a two-step process where the transfer credits will appear at the top of the NDSU transcript and the UNIV 492 will change to a "P" for pass.
- Encourage your advisee to visit the Career Center for tips on updating a resume to reflect the skills learned through the unique experience of study abroad.