



Steps to Study Abroad Updated 3/14/16

Steps Prior to Departure	Details
1. Freshman or Sophomore Year	Decide to study abroad
2. Visit Penn Global's Penn Abroad Website.	https://global.upenn.edu/pennabroad
3. Select several programs that are of interest.	Review online program brochures to choose program. Which programs are approved and which ones require petition?
4. Complete "Penn Abroad 101" module online.	http://prezi.com/gopjjazcyoo/penn-abroad-101/
5. Complete online pre-advising questionnaire.	Instructions are included in the Penn Abroad 101 session.
6. Schedule appointment with home department to determine academic eligibility and course choices for satisfying major requirements.	You can meet with your home department's undergraduate chair or coordinator. Since it is an exploratory conversation , be prepared to discuss specific programs / courses that can satisfy your major requirements. *** See next page for department contacts ***
7. Schedule an appointment with Penn Abroad Program Manager.	Go to Penn Abroad Staff page (https://global.upenn.edu/pennabroad/about-penn-abroad/penn-abroad-staff), scroll down to staff member of your choice and click on "Schedule an Advising Appointment."
8. Once you select the program you want to apply to, notify the Penn Abroad Program Manager you met – he/she will open an application for you.	Once an application is opened, you can access it by visiting the Penn Abroad home page. Click on the Access your Application button which will prompt you to log in with your PennKey and Password. As you complete the application, keep in mind specific deadlines and requirements.
9. Meet with Caryn Stivelman, Associate Director of Undergraduate Affairs, to complete online Academic Approval form on Penn Abroad application.	To make an appointment, email Caryn Stivelman at chstiv@seas.upenn.edu <i>Please note: this step should occur before your application deadline but after you meet with your home department.</i>
10. Request from the Office of the University Registrar an official transcript to be sent to Penn Abroad.	University Registrar → 150 Franklin Building By requesting the transcript in person , the fee associated with the transcript order will be waived.
11. Submit all course approval requests via XCAT. The department to which the request is routed will decide whether or not to approve the course(s). <i>As you complete this step, be sure to meet again with your home department once again to discuss course offerings abroad and how they count toward your degree requirements.</i>	http://www.sas.upenn.edu/computing/xcat Be sure to upload a syllabus for every course you are requesting approval for. That way, the department has enough information to make an informed decision regarding course approvals.
12. Complete all items specified in application.	Check your applicant homepage and Penn email account on a regular basis for reminders and updates from Penn Abroad. Your official acceptance to your program will be delivered via email.

Questions about SEAS Study Abroad? Please contact:
Caryn Stivelman, MBE, MEd
Associate Director of Undergraduate Affairs
chstiv@seas.upenn.edu

Department Contacts

Department	Undergraduate Chair/Faculty	Undergraduate Coordinator
(BE)	Gershon Buchsbaum	Katherine Sas
(CBE)	Wen Shieh	Denice Gorte
(CIS)	Stephanie Weirich	Jackie Caliman
(ESE)	Santosh Venkatesh	Staci Kaplan
(MSE)	David Pope	Vicky Lee
(MEAM)	Katherine Kuchenbecker	Desirae Cesar

A Few Additional Pointers

XCAT:

- If you do not upload a syllabus for each course approval request submitted, this will result in a delay in the approval process. The more information the home department has, the easier it will be to review the course approval request.
- In XCAT, you have the ability to search for previously approved courses. It should be noted that even though courses may have been approved in previous years, it may not necessarily be approved for the program during the year you are applying. Therefore it is important to upload a syllabus for each course you are interested in taking.
- When you are abroad, once classes have begun, it is important to clean up and update your XCAT profile. If you change courses while abroad, you should obtain immediate approval for those newly enrolled courses in XCAT – do not wait until your return to the states to get the proper approvals. This will only lead to a longer delay in getting your grades posted.

Transcripts:

- All international transcripts must first be sent to Penn Global who will then post the transcripts in Studio Abroad. If XCAT is not updated to reflect the courses you were enrolled in, this will delay the process of posting your official grades on Penn in Touch.
- All students studying abroad for a semester or a year are required to have **all** courses taken while abroad posted as Penn credit on their official SEAS transcript.

Information Sessions:

- Information session will be planned throughout the year to learn more about the programs. We will make every attempt to have students who have been abroad for a particular program attend these sessions so that you can gain a better perspective and hear about their experiences.

Planning for the Future:

- Plan, plan, plan!! Try to make a rough plan of your remaining semesters here at Penn so that you know what requirements you can fulfill abroad and how many classes you have left each semester once you return.
- Although each program has different deadlines, please be aware that most deadlines for the Fall semester are due in February, while applications for the Spring semester are due in October. Please consult the Penn Global program pages for further information on specific program deadlines.