

Albright College  
Study Abroad / Study Off-Campus  
**APPLICATION PROCEDURES**

1. Meet with a Study Abroad Advisor in the Study Abroad / Study Off-Campus Office, located in the **Center for Experiential Learning and Research (CELAR)** on Linden Street between the Multifaith Center and Public Safety. They will be able to guide you through the necessary steps and familiarize you with program options recommended for Albright students.
2. **Create an online Study Abroad Profile** to communicate more effectively with the Study Abroad Office.
3. **Find several programs** that suit your needs and fulfill your course requirements. Request specific information from each program, e.g., courses syllabi, costs, etc.
4. **Meet with your Academic Advisor** about what you might want to do and where you might want to study. Your Academic Advisor can help you narrow down academic options and make sure that you can fulfill your degree plan requirements on the study abroad program of your choice.
5. **Complete the Course Approval Form.** Obtain approval of your anticipated courses from the appropriate department chair or faculty member. Choose extra courses in case classes are closed or other unanticipated circumstances prevent you from taking your original courses.
6. **Obtain a budget breakdown** of program and living expenses for your chosen program. You can usually obtain a detailed budget of expected costs from the program Sponsor/Provider or Faculty Coordinator.
7. **Meet with the Financial Aid Office** and Controller's Office (Student Accounts) to discuss financial aid eligibility and payment procedures. Both the Application and Financial Aid & Expenses Forms must be turned by the appropriate deadline to be considered for approval. Complete Financial Aid and Expenses Form.
8. Complete the Albright College **Application Forms** online. AND turn in (or upload) the required forms below:
  - Course Approval Form
  - Financial Aid & Expenses Form
  - Student Agreement
9. **Apply to your study abroad or domestic program** of interest. Remember that you will be responsible for all application fees. It is best not to apply to more than two programs because of the contingencies in course acceptance.
10. When you have been accepted to the program of your choice and have decided to go, **update your application status** to "Accepted by Program Sponsor" in your online study abroad profile.
11. Provide CELAR with a copy of your acceptance letter from your host institution or Program. Retain a copy of the Application Form and the Acceptance Letter for your own records.
12. **Attend the MANDATORY Pre-departure meeting** with CELAR. This session will provide you with health and safety materials and information necessary to your re-entry to Albright College.