

## Off-Campus Study Checklist

### Explore

- Check in with Academic Advisor(s) about the timing of your semester and courses you are planning to take.
- Decide on a program.
- Visit the Financial Aid Office to confirm how your financial aid package applies to a semester off-campus.

### Confirm travel identification

- Real ID for all domestic flights.

### For international programs:

- Passport - Expiration date has to be at least six (6) months beyond program's end date.

**Note on visas** – Italy and Spain have long processing times. If you are considering a program in these locations, it is imperative to plan ahead and begin your off-campus study applications early.

### Apply

- Hope College Off-Campus Study Application - Apply for Hope College approval at [travel.hope.edu](http://travel.hope.edu).

- Program Application - Apply on the provider's website.

**Note** - Some applications may be due prior to the Hope College application. Go with the earlier deadline!

- Apply for scholarships through Hope College, program providers, and others.



### Questions? Visit Us!

Off-Campus Study Library  
Martha Miller Center 109  
[offcampusstudy@hope.edu](mailto:offcampusstudy@hope.edu)  
[travel.hope.edu](http://travel.hope.edu)



### Prepare to Go

- Check your email regularly.
- Read the Off-Campus Study Handbook and share it with your parents/guardians.
- Complete your post-approval forms for Hope College at [travel.hope.edu](http://travel.hope.edu).
- Get Course Approvals before departure:
  - **For Major & Minor:** Department Chair(s)/Academic Advisor(s)
  - **Anchor Plan:** Registrar's Office
- Attend the mandatory Hope College Off-Campus Study Orientation.
- Read and act on email communication from Hope College's offices (e.g., Registrar's, Financial Aid, Housing, Disability and Accessibility Resources).
- Read through all materials from your program provider and complete remaining requirements.
- Provide accurate information to your program provider about your health, safety, academic accommodations, and well-being.
- Follow instructions from your provider for purchasing flights, selecting housing, and registering for classes.
- Pay deposit to program provider, and understand billing policies for tuition, housing, and other fees.
- Research and reflect on the location and the communities of which you will be part of during your off-campus experience.

### For International Programs:

- Read all visa materials provided by your program provider.
- Begin your visa process as soon as you are accepted to the program. If you are unsure of the process, contact your provider advisors or the Center for Global Engagement.
- Confirm that your visa will arrive before the start date of your program.
- Contact your insurance provider to review coverage while abroad.
- If you plan on receiving a travel physical at the Health Center, please fill out the "International Travel Request" form in your Patient Portal ([hope.edu/patientportal](http://hope.edu/patientportal)). The travel nurse will contact you to schedule an appointment after review. Otherwise, you may contact your personal medical provider.
- Notify your bank and credit card company about the dates of your program abroad.

