**STEPS FOR INTERNATIONAL STUDIES B.A. (ISBA) ADVISING**

**IF YOU PLAN TO STUDY ABROAD**

- BEGIN EXPLORING STUDY ABROAD PROGRAMS IN THE STUDY ABROAD RESOURCE ROOM (1111 UCC)
- MEET WITH ISBA ACADEMIC ADVISOR TO COMPLETE ISBA ADVISING WORKSHEET AND GRAD PLAN
- MAKE AN APPOINTMENT TO MEET WITH A STUDY ABROAD ADVISOR (1111 UCC; 319-335-0353)
- APPLY AND BE ACCEPTED TO YOUR STUDY ABROAD PROGRAM

**EARNING CREDIT WHILE STUDYING ABROAD**

- COMPLETE CREDIT APPROVAL FORM. List courses you plan to take while studying abroad.
- GET SIGNATURES ON THE CREDIT APPROVAL FORM.

<table>
<thead>
<tr>
<th>General education coursework</th>
<th>Study Abroad advisor</th>
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<tbody>
<tr>
<td>Minor coursework</td>
<td>Minor advisor (see UI dept website for contact info)</td>
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<tr>
<td>Non-ISBA major coursework</td>
<td>Non-ISBA major academic advisor (see degree audit for contact info)</td>
</tr>
<tr>
<td>ISBA coursework and review of academic program</td>
<td>ISBA academic advisor (you must provide course descriptions!!!)</td>
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- BE CLEARED TO REGISTER BY AN ACADEMIC ADVISOR. Enroll in Study Abroad credit on MyUI.

**ACADEMIC ADVISING WHILE YOU ARE STUDYING ABROAD**

- IF YOUR STUDY ABROAD ENROLLMENT CHANGES, EMAIL YOUR ISBA ACADEMIC ADVISOR NEW COURSE DESCRIPTIONS FOR STUDY ABROAD COURSES WHICH YOU WISH TO APPLY TO THE ISBA. Refer to your ISBA Advising Worksheet and online degree audit to understand your requirements!!!

- CHECK YOUR HAWK MAIL FREQUENTLY FOR IMPORTANT U OF IOWA INFORMATION.

- BE CLEARED TO REGISTER FOR THE NEXT SEMESTER. Respond promptly to ISBA academic advisor emails about Early Registration (students are cleared in November for winter/spring enrollment; in March for summer/fall enrollment). Refer to your ISBA Advising Worksheet and online degree audit to understand your remaining requirements!!!

**APPLYING STUDY ABROAD COURSEWORK TO UNIVERSITY OF IOWA DEGREE REQUIREMENTS**

- CHECK YOUR ONLINE DEGREE AUDIT TO MAKE SURE THAT YOUR STUDY ABROAD COURSEWORK HAS BEEN OFFICIALLY POSTED TO YOUR UI STUDENT RECORD. THEN CONTACT ADVISORS LISTED ABOVE AS NEEDED TO FOLLOW-UP ON PROCEDURES FOR GETTING STUDY ABROAD COURSEWORK ACCURATELY APPLIED TOWARD ISBA, OTHER MAJOR, MINOR, AND GENERAL EDUCATION REQUIREMENTS. Additional syllabi or course descriptions may be required.