

ISEP Checklist

Please also refer to the ISEP website at www.isep.org

- Determine semester/year desired for your time abroad.
- Select several sites that correspond to your search for language and field of study. Research each site's requirements to determine if you would be eligible for placement.
- Consult past participants for insight on a particular university and culture.
- Meet with your academic advisor to determine which classes you might take during your semester(s) abroad.
- Complete WSU Study Abroad Application Form
- Research selected websites to find course offerings for your semester. This can be challenging so meet with your advisor for help, as needed. (Do not contact ISEP directly.)
- Have courses approved by advisor.
- Download and print ISEP application form.
- Request and distribute two ISEP reference forms to appropriate faculty and have them return the forms to Barton School of Business Box 48.
- Write required essays: Personal Statement and Cultural Adaptation. Write the first in the target language, as well. See writing guide for help.
- Request that the Language Proficiency form be completed by appropriate faculty member if applying for a site where you'll be studying in another language.
- Request one copy of official transcripts for all universities you have attended. Request that your WSU transcript be sent to Barton School of Business (campus box 48) after grades from prior semester have posted.
- Complete Host Site Request Forms for each site considered. Ensure that your academic advisor approves all courses. You may add persuasive information as to why you should be considered for this site on an attached sheet.
- Consider past "A:P" ratios and rank your requested sites by descending order on the Host Site Request List.
- Keep in touch with your advisor throughout the process and have everything submitted at least two weeks prior to ISEP's deadline so your advisor can review it and then, mail to ISEP directly.
- Follow Study Abroad Checklist for general instructions to prepare for your adventure abroad, which will be provided by your advisor.
- ISEP Deadlines: SM1 (beginning in July, August, September) Feb 1st
ISEP Deadlines: SM2 (beginning in January, February, March) Sept 1st