

STUDY ABROAD CHECKLIST

- ✓ **Apply** to foreign institution
- ✓ **Verify** Cardozo graduation requirements remaining with the Office of the Registrar
- ✓ **Obtain approval of course choices in writing**
Provide course names, number of credits and course descriptions in English to Pamela Serota (pamela.serota@yu.edu) for approval **prior** to departure (if possible). **Minimum number of credits needed at foreign institution for Cardozo is 12 credits.**
- ✓ **Register** for 12 credits of study abroad in person at the Registrar's Office at Cardozo during regularly scheduled registration time.
- ✓ Notify **Student Finance** of your intention to study abroad if you will be needing loan disbursement while abroad and/or would like to alter your cost of attendance
- ✓ **Arrange for a bill** (independent study abroad programs only)
The bill should be mailed or emailed to Jacklyn Tavarez at tavarez@yu.edu or at the address below.
- ✓ **Make arrangements for health insurance**
You should ensure that you have health insurance that will cover you during your period abroad. Some programs offer health insurance options. In addition, your health insurance should be in place in the U.S. in the event you return home prematurely or to visit during your program abroad.
- ✓ Check into **visa requirements and apply accordingly, if required.**
- ✓ **Make travel arrangements**
Try STA Travel or Student Universe for tickets
- ✓ **Register with AXA/Chubb Travel Insurance**
This travel insurance is provided by Yeshiva University at no cost to the student. It provides 24/7 assistance with emergency medical coverage, mental health counseling, medical evacuation, and lost or delayed luggage reimbursement. YU requires all students who are traveling abroad to enroll in this plan, in addition to other health insurance coverage you elect for yourself.

To enroll, complete the Travel Insurance Request form on Inside Track. Once enrolled, you will receive an email from enrollment@visit-aci.com with your insurance ID card and summary of insurance coverage for your trip. For more information, go to:
<https://www.yu.edu/risk-management/safety-prevention/travel>
- ✓ **Register your travel with the State Department**
Go to website: <https://step.state.gov/step/>
- ✓ **Review and follow guidance of State Department Travel Advisories** for your foreign destination at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- ✓ **Clean out your locker** at least one week prior to the semester's start.
- ✓ **Send your local contact information** (address and cell phone number) to pamela.serota@yu.edu upon arrival.