OFF-CAMPUS STUDY CHECKLIST

ONCE YOU ARE ACCEPTED INTO YOUR PROGRAM

☐ Pay any confirmation deposits required by your program. This deposit will be re-credited to your student account by The College of Wooster on your first invoice for the semester of OCS.

☐ Read all program information carefully, and submit all forms in a timely manner.

☐ Get a passport if you are leaving the country and you do not already have one that will be valid through your stay abroad (and several months after your return). Be sure to verify your country's requirements. Some will require you to obtain a visa. Visa application procedures for some countries have become more complex, so check with your program and the OCS Director for more information.

BEFORE YOU LEAVE CAMPUS

☐ Attend the Pre-Departure Orientation. This event is MANDATORY and occurs each semester. OCS will inform you of the date (required).

☐ Create a College of Wooster e-portfolio, and upload your application essay questions and resume prior to departure (required).

☐ Research the health and safety recommendations and requirements for your destination. Make an appointment to meet with your home doctor, the county health department, or the Student Wellness Center. Note: If you make an appointment with the Student Wellness Center, you must bring with you your current vaccinations, a printout of CDC recommendations, and a printout of U.S. Department of State health and safety recommendations for your location of study.

☐ Course selection: Talk with your advisor and department chairperson to obtain pre-approval for courses that you intend to transfer towards major, minor or
graduation requirements. Consult the Credit Transfer Chart for Off-Campus Study to get an idea of how your credits will transfer back.

☐ **Read the following documents** available on the OCS website, and be aware of your responsibilities. Discuss the information with your parent/guardian.

- Fees and Billing for Off-Campus Study Programs (Business Office)
- Transfer of Financial Aid for Off-Campus Study Programs (Financial Aid Office)
- Room Selection Upon Return to Campus (Office of Residence Life)
- Mail Policy for Off-Campus Study
- Registration for Returning Students and Transferring Academic Credit to Wooster (Registrar's Office)
- Credit Transfer Chart for Off-Campus Study
- Off-Campus Study Refund Policy

☐ **Check your health insurance coverage.** If your program does not require you to purchase additional coverage, check with the OCS Director to see if you must purchase coverage through The College of Wooster.

☐ If you will be a first-semester senior upon your return to campus, send a **Library Carrel form** to Andrews Library.

☐ **Internships:** Check with the OCS Director and your home department to see if your off-campus internship will count for academic credit.

☐ **Field Research:** Any student conducting research on human subjects should remember to review the College's policy on Human Subjects Research and apply for approval if necessary.

☐ **Check your Wooster e-mail account.** OCS will be in contact with you to provide you with important information and deadlines.

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**AFTER COMPLETION OF THE PROGRAM**

☐ **Transcript:** Although most programs do this already, verify that your program or host institution will send an official transcript to the Registrar at The College of Wooster.
☐ **Credit transfer:** Before the end of the first semester following OCS, you must complete a Transfer Credit Form for any credits that will be fulfilling degree requirements. Consult the Credit Transfer Chart for Off-Campus Study to get an idea of how your credits will transfer back.

☐ **E-portfolio:** upload a reflective essay on your off-campus experience that responds to your application essays; revise your resume to include your off-campus experiences.

☐ **Program Evaluation:** Complete the REQUIRED Program Evaluation. Failure to do so will result in a registration hold that will remain until the evaluation is submitted.