

STUDY ABROAD CHECKLIST

For students completing a semester or full year outside of New Trier for foreign exchange or outdoor experience, etc., with the intention of returning to New Trier, prior approval is suggested to ensure credit transfer satisfies progress toward graduation.

Here are the steps toward obtaining approval-

STEP 1: Talk to your Adviser

- Clarify timing of date leaving, date returning
- Discuss courses to be taken outside New Trier
- Discuss courses you plan to take upon your return
- Start to fill out the *Intent to Study Abroad* form

STEP 2: Contact your Outside School/Program for Course Information

- Acquire a list of courses and course descriptions from your outside school/program
- Making an informed decision may require information from multiple sources; Research the outside program's details so you have the information ready when working through the details with New Trier
- Only work completed at accredited schools/programs will be considered
- Online courses do not transfer at New Trier
- New Trier does not provide referrals or lists of outside schools/programs

STEP 3: Submit your *Intent to Study Abroad* form (with all signatures) and Course Descriptions to the Registrar

- You are expected to complete all New Trier graduation requirements; please plan your course selection accordingly.
- For some courses, the Adviser or student may need to speak with the Department Chair(s) about course details leading up to placement in appropriate New Trier courses upon return.
- Not all outside courses have equivalencies at New Trier; a Department Chair will help determine whether additional coursework is needed to stay on track for graduation (which may include summer school and/or doubling up on credits upon return).
- Kinetic Wellness is exempt for any terms completed outside Illinois.
- English courses taken outside the US transfer as ELL (English Language Learner) on the transcript.
- A full year of US History with completion of the Constitution Test is required for all students; Juniors who are abroad must still satisfy this requirement upon return.
- Junior Theme is required for all students; Juniors who are abroad must satisfy this English department requirement upon return.

STEP 4: Submit Official Transcript

- Once you have completed your program, you are required to submit an Official/Sealed Transcript in order for credit to transfer to New Trier. **If you are studying outside the US, it is recommended that you request and take a sealed transcript home with you upon completion of your program.** Most schools within the US will mail a final transcript directly to New Trier upon your request.

