

Study Abroad On-Campus Resource Checklist

Use the checklist below to make sure you've talked to all of the important people on campus before you go!

Academic Advisor/ Department Chair

Email your academic advisor or Department Chair to set up an appointment.

- How does studying abroad fit into my academic plan?
- Are there any courses that I must take at Middlebury? Are there any courses that I need to take while abroad to complete my degree?

Center for Careers and Internships

Make an appointment with a CCI advisor on their website: <https://www.middlebury.edu/office/careers-internships>

- J-term and summer international internship questions
- Special considerations for students in particular fields (e.g., STEM, Pre-Health)
- Ideas for incorporating your abroad experience into your resume and job interviews

International Programs & Off-Campus Study (IPOCS)

Make an appointment with your study abroad advisor at <https://www.middlebury.edu/schools-abroad/>

- Program & application questions
- Visa requirements
- Pre-departure orientation & material submissions

Student Financial Services

<http://www.middlebury.edu/offices/support/sfs>

Make an appointment with the Director assigned to your last name group:

- Jane Aube (Last names P-Z; POSSE Students): jaube@middlebury.edu
 - Scott Manley (Last names A-H): smanley@middlebury.edu
 - Mike McLaughlin (Last names I-O): mmclaugh@middlebury.edu
- How will my financial aid work abroad?
 - How will I receive my funds while abroad?
 - How can I get funds ahead of time to pay for pre-departure costs (visas, plane tickets, etc.)?

Disability Resource Center

<http://www.middlebury.edu/student-life/community-living/diversity-inclusivity/american-disability-act>

You can also submit an Assistance Request Form online here:

<https://forms.middlebury.edu/student-life/doc/ada/adaarfs/arfsabroad>

- How can I request accommodations while I'm abroad?
- What accommodations are available at my destination?
- How should I coordinate with Student Accessibility Services at Middlebury and my host university/host program to ensure my accommodations are in place?

Center for Health & Wellness

<http://www.middlebury.edu/student-life/health-wellness-education-and-safety/Parton-Center>

- General physical exam (required for some visa applications)
- Immunizations (may need to go to travel clinic at Porter Hospital)
- Prescription medication refills and questions
- Mental Health Counseling: What is your plan for maintaining wellness while abroad?

Information Technology Services

Submit a help ticket online to request service: <http://www.middlebury.edu/offices/technology/help/technology>

- Are there any special considerations for using your computer while abroad?
- Virus scan and updated software
- Make sure VPN is installed

Student Employment Office

<http://www.middlebury.edu/offices/business/seo>

- How will going abroad affect my employment status?
- How can I resume working upon my return?

International Student & Scholar Services

<http://www.middlebury.edu/international/iss>

Make an appointment with your ISSS advisor, or contact the Office Coordinator at iss@middlebury.edu

- What do I need to do to make sure my I-20 is current and I can return to Middlebury?

Athletic Department/Coaches

- When is the best time to go? What should I consider?
- Will I need to/How will I continue to train while abroad?

Additional People/Offices I Want to Meet with: