

## Study Abroad Basics

*NOTE: The International Programs Office (IPO) should be your primary point of contact for this work. Political Science and Legal Studies major programs coordinate with them. Please refer to the IPO site regularly and follow their instructions. This worksheet intends to explain when it's smart to connect with Political Science & Legal Studies Advising, NOT to override any advice you might get from the IPO.*

### 1. Start with the **International Programs Office (IPO)**

Students considering study abroad should begin here:

<https://www.umass.edu/ipo/education-abroad/prospective-students>

- a. Then, make sure you're eligible: <https://www.umass.edu/ipo/education-abroad/prospective-students/advising>
- b. Attend an Education Abroad Essentials workshop (mandatory). Details: same website as above.
- c. Meet with an Education Abroad Peer Advisor to begin the application process. Details: same website as above.
- d. Create your UMass Abroad Account:  
[http://www.ipo.umass.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=0&Link\\_ID=5AAEDCC7-1B78-E111-DC6908B269C0F949&\\_ga=2.98403167.1102469772.1534247256-1078950105.1525088124](http://www.ipo.umass.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=5AAEDCC7-1B78-E111-DC6908B269C0F949&_ga=2.98403167.1102469772.1534247256-1078950105.1525088124)

### 2. Come see us in **Political Science & Legal Studies Advising** when you need to choose classes

- a. We'll review your ARR so that you can decide what types of classes to take while you're abroad.
- b. You can work on electives, Gen Eds, college requirements, or your major requirements.
- c. Once you know what to study abroad, you'll need to select classes from the course lists of the overseas institution. Students generally do this on their own.
- d. Get the International Course Approval Form (ICAF) approved! The CUA, Adrian Grace, can approve classes toward your major. If you have college Global Education requirement courses, Pamela Stawasz in the SBS Advising Resource Center is your point of contact. Gen Eds are approved by Cristina Sosa of the IPO. Use this link to set an appointment: <https://umass.campus.eab.com/>.

### 3. **When it's all over!**

Political Science & Legal Studies Advising needs to know when your graded study abroad work appears on your unofficial UMass transcript.

**Set an appointment** to meet with us so that we can assure that work completed overseas is landing in the correct part of your ARR in Spire. Make appt here: <https://umass.campus.eab.com/>.