



NON-AFFILIATED STUDY ABROAD INSTRUCTIONS & CHECKLIST

The Cal Poly International Center offers hundreds of approved study abroad programs in over 75 countries. We encourage students to look into Cal Poly-approved study abroad opportunities on the Study Abroad website (abroad.calpoly.edu). Cal Poly's approved study abroad programs have been reviewed by the International Programs Committee and vetted by the International Center. Cal Poly-approved study abroad programs allow various types of Cal Poly Financial Aid to be applied, depending on the program. Additionally, students participating in approved study abroad programs receive a wide array of assistance from the International Center. Support from the International Center includes access to peer and professional advising, assistance with the application process, orientation and training to prepare for the overseas experience, enrollment in comprehensive international travel insurance coverage, support during your term(s) abroad, including emergency support, coordination with the travel insurance provider in the case of any medical emergencies, facilitation with articulating course credits back to Cal Poly at the conclusion of your program, and other benefits.

We recognize that some students may not find their needs met through available Cal Poly-approved programs, and may wish to study abroad independently. **As a student who is considering or choosing a non-affiliated program, it is important to know your responsibilities in preparation for your abroad experience. Please read through the following and complete the necessary steps prior to departure.**

- ACADEMIC CREDIT:** Non-affiliated study abroad courses may be considered for transfer credit and are subject to the transfer policy as described in the current catalog; however, some credits may be deemed non-transferable. Note that there are limits to the number of credits matriculated Cal Poly students are eligible to transfer. Please contact your academic advisor to confirm how many credits you are eligible to transfer.

All transfer credit applied toward your degree must first be evaluated and approved by the Office of the Registrar. You are responsible for providing documentation to the Office of the Registrar confirming that the official transcript that will be provided by your non-affiliated study abroad program (or host institution) at the end of your program is issued by either a U.S. accredited university or by a recognized university in the host country. Transcripts from your non-affiliated study abroad program should be sent to:

**Cal Poly Transcript Processing
MC 1001
1 Grand Avenue
San Luis Obispo, CA 93407**

GE CREDIT: In order for transfer credit to be considered toward your General Education graduation requirements, you must complete the GE Course Substitution for Study Abroad form. The GE substitution form is available on the [Course Planning - GE page](#) at abroad.calpoly.edu. Please also refer to GE requirements in the online Catalog. You will need to complete the form and attach course descriptions - view a non-affiliated GE form example [here](#).

MAJOR/MINOR CREDIT: Transfer credit going toward your Major or Minor may require additional departmental approval. You may receive initial Department Chair approvals for courses; however, it is **under the purview of the Office of the Registrar** as to whether or not the credits will be accepted for transfer. Please refer to the [Course Planning - Major & Minor page](#) at abroad.calpoly.edu. Credit and grade conversions are decided by Cal Poly and are not subject to negotiation.

FINANCIAL AID: Cal Poly Financial Aid is not available for non-affiliated/independent study abroad programs. Cal Poly will not transfer federal or state aid for non-affiliated programs. If you have any questions regarding Cal Poly scholarships you are receiving, please consult with the Financial Aid Office. **NOTE: Cal Poly International Center Advisors are unable to certify Financial Aid applications for Non-Affiliated programs. Please coordinate with your program provider for alternative options.**

NON-AFFILIATED PROGRAM FORMS:

- **The International Center/Study Abroad staff will not sign off on your study abroad application if the program is not affiliated with Cal Poly.**
- If the program requires a signed Disciplinary Clearance Form or a Home University Approval Form, take the form to the Office of Student Rights & Responsibility (Bldg 81, Rm 1C), to receive verification that you are in good disciplinary standing.
- If the program requires verification that you are in good academic standing, you may need to provide your Cal Poly transcript. You can share your Poly Profile for the unofficial transcript, or request your official transcript via your Cal Poly Portal (click on Academics tab and follow the instructions).

TRAVEL PREPARATIONS: You are responsible for reading and understanding all travel precautions and for making all necessary preparations for a safe time abroad. Note the following and take action:

- Review U.S. State Department (travel.state.gov) and other travel advisories and country fact sheets.
- Procure comprehensive international insurance for the duration of your stay abroad.
- Understand vaccination and other health-related preparations, precautions, and needs while traveling (view the Centers for Disease Control and World Health Organization websites).
- Have a valid passport (not expiring for at least six months beyond the end date of your program).
- Be responsible for any required visas or other entry documents.
- Research country- and culture- specific information that will help support your successful adjustment abroad.
- Understand program-specific preparations that are needed, and know your on-the-ground support contacts and resources, including information about what to do in an emergency.
- Register using the U.S. State Department's [Smart Traveler Enrollment Program](#) (STEP).

LEAVE OF ABSENCE: Review information about taking a Leave of Absence on the [Registrar's website](#). If you are taking 1-2 consecutive terms off, complete the Informal Time Off form. If you are taking more than 2 consecutive terms off (excluding summer), complete the Leave of Absence Form.

I am planning to independently participate in a non-affiliated study abroad program. I have read the Cal Poly International Center's Non-Affiliated Study Abroad Instructions & Checklist, have completed the [Non-Affiliated Study Abroad Program application](#) on the abroad.calpoly.edu website and I am aware of the responsibilities involved with studying abroad with a non-affiliated program.