PRIOR TO APPLYING

Discuss your plans with a Study Abroad Advisor available in the Cal Poly International Center (52-E32), or call 756-1477.

Study Abroad Advising Hours are listed on the Study Abroad website:
http://studyabroad.calpoly.edu/contact/index.html

Review the programs listed on the CEA website http://www.ceastudyabroad.com in order to find the most ideal location to help you achieve your academic and personal goals. Please note that only the Study Center programs, French Riviera & Santa Raparata International School of Art are available through our affiliation agreement with CEA for financial aid eligible students. Other CEA program locations are considered independent, therefore, financial aid cannot be applied.

Attend a CEA information meeting at Cal Poly if one is offered this term.

Students are highly encouraged to get their Major, Minor and GE courses pre-approved prior to applying to the CEA program.

Major Courses: Provide course descriptions to your Academic Advising Center to determine the course equivalencies and how credits will transfer back. Students are highly encouraged to complete the Substitution for Major form with their Academic Advisor.

Minor Courses: Consult with the Minor Department to discuss the best way to seek course pre-approvals.

GE Courses: Students can pick up the GE Course Substitution for Study Abroad form with the Study Abroad Office (52-E32).

Tips for completing the GE form can be found on the following GE website:
http://ge.calpoly.edu/studentsandadvisors/studyabroad.html

You should allow at least four weeks to hear back about substitution approvals. Students will hear back on their GE petitions with an email notification from evaluations@calpoly.edu.

(NOTE: language courses may be substituted for GE areas C1, C2 and C elective).

Check out pre-approved GE courses for studying abroad with CEA at http://ge.calpoly.edu/content/ge-study-abroad

Contact a former CEA student to find out more details of the daily academic and social experience in the host country. For alumni names, visit:
http://studyabroad.calpoly.edu/getting-started/returnees.html
TO APPLY

Complete the online CEA application and receive guidance from a CEA Admissions Counselor.

Although rolling admission is available, students are encouraged to apply well in advance of the following application deadlines: April 15th Cal Poly mandatory deadline (Fall and Academic Year programs), April 15th (Summer programs), or October 15th (Spring programs).

Once the CEA application has been started, print out the CEA Advisor Approval Form from your MyCEA account, and bring it to the CPIC Office (52-E32). It will take approximately one to two weeks to process.

Students are required to sign and submit the Cal Poly Affiliate Partner Student Participation Agreement to the Cal Poly International Center (52-E32) prior to having their CEA Advisor Approval Form signed off by the International Center. The participation agreement can be found on the following Cal Poly Study Abroad website: http://www.studyabroad.calpoly.edu/programs/partner/cea.html.

Students who are on Academic Probation (AP) at the time of application or the term prior to going abroad must notify the Study Abroad Office (52-E32). Normally they will be considered ineligible to participate in the program unless extenuating circumstances exist and the Study Abroad Office gives its approval.

Prior to completing the application you will have access to the MyCEA Account, which unlocks specialized content on CEA’s website and helps you manage contact and application information. MyCEA will provide access to your course information, detailed budgets, billing statements/online payments, and you will be able to track pre-departure documents and information.

ORDERING OFFICIAL TRANSCRIPTS

1. Sign in to your my.calpoly.edu portal.
2. Go to the “Academics” tab and then to the “Degree Information” channel and choose “Official Transcript.”
3. Click “Register with Parchment Exchange” and request your transcripts. This will be the only time you will need to register with Parchment Exchange if accessing through your secure my.calpoly.edu portal.
4. Confirm with CEA on who you need to send your transcripts to.

ORDERING UNOFFICIAL TRANSCRIPTS

1. Access your Unofficial Transcripts (PolyProfile) through your my.calpoly.edu portal and the “Academics” tab. You will find your Poly Profile under the “General Degree Resources” in the “Degree Information” channel. Please direct questions regarding transcripts to transcripts@calpoly.edu
Once accepted, students will receive instructions from CEA regarding course registration, housing, and travel arrangements.

Notify your Major Department to let them know you will be participating in a study abroad program.

Program Policies:
It is important to pay attention to application, payment, withdrawal and refund deadlines and policies. These policies can be found at www.gowithcea.com/policies.

Since you will be participating in a Cal Poly affiliated program and considered a continuing student during the term(s) you are enrolled abroad, you do not need to complete the Planned Educational Leave form with the Office of Academic Records. During the term(s) you are abroad you will be enrolling in a place-holder class to ensure that you maintain matriculation at Cal Poly. We recommend that students enrolling in semester programs be enrolled in a minimum of 12 units for each quarter that you are gone (i.e. Spring Semester), or 6 units for summer programs. This will allow students on financial aid to best meet financial aid eligibility requirements. Students must take care of any “holds” on their account before the placeholder course can be added.

Students who have completed the FAFSA should meet with a Financial Aid Counselor and decide whether you would like to request to have your financial aid budget increased to reflect the additional costs associated with your study abroad program (including fees, airfare, etc.). You should discuss the “Satisfactory Academic Progress (SAP)” policy with your Financial Aid Counselor to make sure that you are meeting eligibility requirements. Complete the Authorization to Release Student Account and/or Financial Aid Information form to provide permission to your parents to discuss financial issues at Cal Poly: http://www.afd.calpoly.edu/student_accounts/Forms/FERPAform.pdf.

CEA will request that you complete their Financial Aid Disbursement Form that can be found on your MyCEA Portal. Before submitting the form to CEA, be sure to attach a copy of your Cal Poly Financial Aid Notification that can be found on your my.calpoly.edu portal – “Student Center” under “View Financial Aid.” Be sure to print your award letter with the amounts you have “ACCEPTED” for aid for the term(s) you are going abroad. Students must complete Section II and either fax or mail the form to CEA. Do not bring the CEA Financial Aid Disbursement Form to the Financial Aid Office at Cal Poly. The Financial Aid Officer Information at the bottom of the form does not need to be completed. If you need any assistance with completing the form, see Monica Schechter in the Study Abroad Office (S2-E32).

Financial Aid is disbursed the first day of the Cal Poly quarter, not the first day of the CEA program.

A mandatory online orientation offered through PolyLearn and an in-person CEA pre-departure orientation meeting must be completed prior to going abroad. Please see the following CPIC website link for pre-departure orientation resources: http://studyabroad.calpoly.edu/.
**International Center Fee:** Students pay a non-refundable $400 International Center fee that will be charged to the student account at Cal Poly after acceptance. This campus study abroad fee will not result in additional costs because the program provider (CEA) will issue a $400 automatic discount per semester ($200 for summer) to be deducted from your CEA program fees.

**VISA & PASSPORT**

Your CEA program contacts will provide you with student visa information. You can learn more about passports and country specific visas at [http://travel.state.gov](http://travel.state.gov).

Verification of Enrollment may be needed for your visa. You can request the Verification of Enrollment letter from the Registrar’s office. Make sure that you are enrolled in the placeholder units prior to requesting the letter.

For more information regarding visas, passports, and additional pre-departure information resources please visit the CPIC website at: [http://international.calpoly.edu/](http://international.calpoly.edu/).

**POLY PLANNER**

Students who are participating in the Cal Poly affiliate partner programs do not add the courses for the terms they are abroad into the Poly Planner, since they involve transfer credit. You will simply validate the quarters you are abroad, but do not enter specific courses. Please enter your courses into the Poly Planner for the quarters you will be at Cal Poly.

**DURING PROGRAM**

- If you find that there has been an unexpected change in course offerings (i.e. cancelled course/schedule conflict), you should seek informal advice about any new General Education course choices by emailing or phoning the Cal Poly Evaluations Office (Evaluations@calpoly.edu 805-756-2396). For Major courses please contact your Advisor or Advising Center.

You will need to remember to register for your next Cal Poly term while you are abroad.

**RETURNING TO CAL POLY**

Once the Office of the Registrar receives the study abroad transcript, there are two steps. First, the Records Unit completes the transcript entry. This can take approximately 2-3 months. Second, the Evaluations Unit adds the appropriate credit to your Degree Progress Report. This second step can take an additional 4-6 weeks.

The transcript will be entered into your record as transfer credit. The grades will count, and will be calculated into your higher education grade point average.
• The federal government mandates that every financial aid student be subject to Satisfactory Academic Progress (SAP) guidelines in order to continue to receive financial aid. Cal Poly students are required to complete a minimum of 75% of units attempted for the preceding academic year, maintain a cumulative 2.0 GPA and to complete degree requirements in 18 terms or less. SAP is reviewed annually at the end of spring term for the proceeding summer, fall, winter and spring. Students who fail to meet SAP requirements are not eligible for financial aid for the subsequent award year. Students who study abroad and are receiving transfer credit have until the end of the following summer to have transcripts sent to and evaluated by Cal Poly. If transcripts have not been received, or have been received but not yet reviewed at the end of summer, students will be SAP disqualified for fall. Students may appeal their SAP disqualification status by turning in an SAP Appeal Form, completing the requirements in Section A, and explaining their mitigating circumstance.

• Given the timing of the transcripts, and the required processing time noted above, students who receive financial aid may not meet SAP for the Fall term and possibly Winter. You will be notified that you do not meet SAP by financial aid and you will need to appeal for Fall and possibly Winter. Be prepared to complete this process.

• For more information, see the Satisfactory Academic Progress policy: http://financialaid.calpoly.edu/_finaid/policies/sap.htm.