



INTERNATIONAL STUDIES

PROCEDURE FOR APPROVAL OF ELECTIVE STUDY

SEQUENTIAL STEPS

1. Request, complete, and return the International Studies Application Packet to:

Mr. Jody Caldwell, Director of Rotations, LMU-DCOM Room 341, 869-6694,
jody.caldwell@lmunet.edu.
2. Preliminary review and discussion of the elective with the Course Director. At this meeting supply all brochures, information, and correspondence from the host institution

Dr. Gerald Osborn, LMU-DCOM Room 130, 869-6661, gerald.osborn@lmunet.edu.
3. Review, sign, and return all necessary LMU-DCOM documents and waivers to Mr. Caldwell.
4. Formulate explicit learning objectives unique to the elective with academic advisor and course director.
5. Complete formal application to host institution.
6. Verification to LMU-DCOM (Mr. Caldwell) of formal acceptance by host institution.
7. Preliminary approval of elective.
8. Apply for Passport (and VISA if required by host country)
9. Secure financial assistance if necessary.
10. Secure Health and Emergency Evacuation Insurance. **Verification Required Prior to Departure.**
11. Begin process of CDC recommended immunizations consistent with host country and region.
Verification of Completion Required Prior to Departure.
12. Final Review and Approval

WEBSITES FOR HELPFUL INFORMATION

1. www.cia.gov/cia/publications/factbook
2. www.cdc.gov
3. www.who.int/en
4. www.idl-international.com
5. www.internationalstudentid.com
6. www.StudyAbroad.com