

ISEP Checklist

Please also refer to the ISEP website at www.isep.org

- Determine semester/year desired for your time abroad and consult “Helpful Hints” on WSU study abroad website for ISEP programs.
- Select several sites (universities) that correspond to your search for language and field of study. Research each site’s requirements to determine if you would be eligible for placement.
- Consult past participants for insight on a particular university and culture.
- Meet with your academic advisor to determine which classes you might take during your semester(s) abroad.
- Complete WSU Study Abroad Application Form. (Application form can be printed from website at www.wichita.edu/studyabroad go to Study Abroad link and then, “How to apply.”)
- Research selected websites to find course offerings for your semester. This can be challenging so meet with your study abroad advisor for help, as needed.
- Have courses approved by academic advisor.
- Complete the ISEP online application. (www.isep.org)
- Request one ISEP reference form to be completed by appropriate faculty online through your ISEP application login.
- Request that the Language Proficiency form be completed by appropriate faculty member if applying for a site where you’ll be studying in another language.
- Request one copy of all official transcripts for all universities you have attended to upload to your ISEP application.
- Complete Host Site Request Forms for each site considered. Ensure that your academic advisor approves all courses.
- Keep in touch with your study abroad advisor throughout the process and have everything submitted at least two weeks prior to ISEP’s deadline so your advisor can review it and then, approve your application. Once it has been approved, you will be notified by email, at which time, you will need to pay the \$100 ISEP non-refundable application fee online by the deadline.
- Students will need to also pay \$325 ISEP placement fee after they have been placed, which is normally 4 to 6 weeks after the application deadline for ISEP.
- Follow Study Abroad Checklist for general instructions to prepare for your adventure abroad, which will be provided by your study abroad advisor.
- WSU ISEP Deadlines: SM1 (beginning in July, August, September) Feb 1st
- WSU ISEP Deadlines: SM2 (beginning in January, February, March) Aug 15th