



Office of International Programs
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How to Apply for an Evergreen Study Abroad Consortium Program

- ___ Explore your options for consortium study on the website: <http://www.evergreen.edu/studyabroad>
- ___ Meet with Office of International Programs (OIP) staff to discuss your choices.
- ___ Complete the Evergreen Application for Study Abroad - Consortium Programs/Student Conduct Review.
- ___ Pay the **\$100 Study Abroad Administrative Fee** through your my.evergreen account when submitting your application to OIP.
- ___ Proceed to the consortium website to begin the application process directly on their site.
- ___ Complete all consortium application forms and processes.
- ___ OIP Staff may also have to complete a Study Abroad Advisor Approval step as part of the process.
- ___ Await admission results from the consortium.
- ___ After admission, you will need to pay deposits and complete all post-admission forms and processes for the consortium.
- ___ Be sure to understand the consortium payment and cancellation policies and deadlines.
- ___ After admission, complete all post-admission forms and processes for Evergreen, including:
 - ___ Consortium Enrollment Agreement
 - ___ Student Health Review Form. Submit this form within one week of consortium admission.
 - ___ Update your U.S. emergency contacts through your my.evergreen profile link. Print results for OIP.
 - ___ Emergency Information Summary Form. Attach Emergency Contacts Printout referenced above.
 - ___ Enrollment Agreement and Risk & Liability Release
 - ___ Obtain proof of medical insurance that meets OIP/Consortium requirements, often included in consortium costs.
 - ___ Attend and bring forms and insurance evidence to a prescheduled OIP Study Abroad Predeparture Orientation Workshop: <http://www.evergreen.edu/studyabroad/workshops2>
- ___ After all forms are submitted, OIP staff will complete an override that allows you to register at Evergreen with the provided CRN for a determined number of placeholder credits.
- ___ When you register with the CRN, your student account will be automatically billed **the \$400 Consortium Enrollment Fee**. Please pay this on time to avoid late fees and interest charges.
- ___ At the completion of your consortium program, ensure your transcripts are sent to Evergreen Admissions for credit review.