

# HELPFUL HINTS FOR ADVISORS

My advisee has mentioned a desire to study abroad... What should I do?

- Identify the best term for your advisee to spend overseas. If possible add this suggestion to academic plan road maps and/or curriculum check-sheets. Let your advisee know if there is more than one appropriate term to study abroad.
- Contact the IUP Study Abroad Office to find out if there are programs particularly well suited for students in your degree program.
- Tell your advisee to check the IUP Study Abroad Office website at [iup.studioabroad.com](http://iup.studioabroad.com) for application deadlines and other information.
- Suggest that your advisee attend a Study Abroad information session. Every semester check the website at [iup.studioabroad.com](http://iup.studioabroad.com) for details.

My advisee is applying to a study abroad program... What am I responsible for?

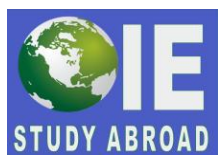
- Engage in an initial discussion of the study abroad program in question. Why has your advisee chosen this program? What degree requirements might this program help him/her to fulfill?
- Although there is no formal academic advising form, you can suggest which courses are appropriate and let your advisee know if there is any that he/she is not allowed to take overseas. It is the student's responsibility to provide you with prospective courses and course descriptions.

My advisee is currently overseas... What might he or she need?

- Your advisee may make changes to his/her schedule after arriving at the host university and may ask for your advice on the changes. Remember to refer your advisees to their International Coordinator in the OIE and the IUP Transfer Credit Evaluator, who can then work with the student to establish an official course equivalency.
- Your advisee may need your assistance in registering for the upcoming semester.

My advisee has returned from a study abroad program... Now what?

- It may take some time for your advisee's grades to post. If your advisee's grades have not posted after a significant amount of time has passed, preventing you from effectively advising the student, you or your advisee should contact the Office of Transfer Services in G-27 Sutton (724-357-5553).
- Encourage your advisee to visit IUP Career Development Center for tips on updating a resume to reflect the skills learned through the unique experience of study abroad.



OFFICE OF INTERNATIONAL EDUCATION  
DELANEY HALL, B-25  
TEL: 724.357.2295 FAX: 724.357.2514  
IUP.STUDIOABROAD.COM