

STUDY ABROAD PROCESS CHECKLIST & TIMELINE

6-12 MONTHS BEFORE DEPARTURE

- Attend a *Study Abroad 101* info session. Check the *Around Campus* emails for study abroad events on campus or look on the Study Abroad & Exchange “Events” webpage.
- Meet with a Study Abroad Peer Advisor to learn about some possible program options that fit your academic, financial, and personal needs.
- Research different study abroad programs and options online: www.unco.edu/cie/studyabroad/programs.html. To assist you in your search, please use the searchable list of programs by major on the same page on the website.
- Talk to your Academic Advisor about different programs you are considering and how each fits into your 4-year academic plan.

4-5 MONTHS BEFORE DEPARTURE

- Meet with a Study Abroad Advisor if you have more specific questions or need help choosing between two programs. To schedule an appointment, email: study.abroad@unco.edu. Begin working with your Academic Advisor on course equivalencies. You want to make sure that the courses offered on your chosen study abroad program will transfer back to UNC.
- APPLY FOR YOUR PASSPORT** – All students going abroad will need a valid passport. If you do not have a current passport, you should apply for one as soon as possible. Please note that certain countries will not issue a visa or allow you to enter the country if your passport is set to expire within 120 days of when you expect to return from abroad. There is a passport office at CIE. For more information: <http://www.unco.edu/cie/passport.html>.
- Meet with the Office of Financial Aid to determine your financial aid eligibility for your proposed program.
- Apply to the study abroad program of your choice. Begin the application process by going to the “Apply” webpage of the Study Abroad website. You may need to fill out multiple applications. Pay attention to deadlines!

UNC-Study Abroad & Exchange Application Deadlines*

- **October 1st** for programs beginning in spring
- **March 12th** for programs beginning in summer or fall

***For some programs there may be multiple applications and/or may have earlier application deadlines. Check individual program pages or ask your Study Abroad Advisor.**

UNC Application Materials:

- _____ 1) General Application Form
- _____ 2) Statement of Purpose Essay
- _____ 3) Official Copy of UNC transcript
- _____ 4) Study Abroad Course Planning Worksheet

2-3 MONTHS BEFORE DEPARTURE

- Wait for notification of your application status. CIE reviews applications for some programs, while others are sent to the coordinating organization or partner universities for review. The time it takes to process and review the application and send notification varies. You will be notified of admissions decisions via email. You will be required to complete and return additional post-acceptance forms.
- Apply for your student visa. Students in all programs have the responsibility to investigate requirements and obtain all necessary documents needed to apply for their visa(s). Plan ahead as this process can be cumbersome for some countries.

While the study abroad staff or the coordinating institution will provide students with a supporting letter/document, it is the sole responsibility of the student to apply for his/her own visa and provide all supplemental documents mandated by the Embassy or Consulate of their host country/countries. Study Abroad staff is not authorized to provide any visa advice. Students without the proper visa may be denied boarding their flight out of the US, they may be denied entry into the country abroad, or they may be deported back to the US from their country abroad after arrival.

1-2 MONTHS BEFORE DEPARTURE

- Attend your **mandatory** pre-departure orientation sessions.
- Complete the Transfer Credit Approval Forms for all the courses you plan to take abroad, or may take. **Students need to submit the completed forms to their Study Abroad Advisor prior to departure.** If this is not completed and approved before you depart, you run the risk of not earning credit for your courses taken while abroad/studying at another university.

- _____ 1) Course Approval Forms (Substitutions/Equivalencies)
- _____ 2) Study Abroad Budget Form

- Pay your tuition and other fees. Students will pay tuition to UNC on their regular payment schedules. Students will also need to submit payment for non-tuition costs (housing, program fees, etc.) either to UNC or to the sponsoring organization/institution. It is your responsibility to make these payments by the deadlines set by UNC and/or your study abroad/exchange program.
- Research your study abroad location and prepare for your time abroad. Preparing for study abroad is an important part of your overall experience. Take time to read about the country in which you will be studying. Educate yourself about local issues and politics. Think about your host country's culture, practices, and social norms. *Preparing yourself for your time abroad will help you gain more insight into your host country.*

Bon Voyage! Счастливого пути! Gute Reise!