University of Mary Washington
Center for International Education

UMW Abroad Semester/Year Program Checklist – Before You Go

Review this checklist and complete each item as you prepare for your education abroad experience. For a more detailed guide through the process, visit the CIE checklist webpage.

- ☐ After selecting a program and term, register with CIE
- ☐ Complete all necessary application documents, paperwork, etc. required by your program.
- ☐ Apply for scholarships.
- ☐ Confirm your acceptance with CIE directly. Send a copy of your acceptance email, letter, etc. to cie@umw.edu and/or upload it to Canvas.
- ☐ Confirm your program start and end dates with CIE.
- ☐ Obtain a visa if necessary. Check the Department of State's website to confirm. Consult with your program as well as your destination country's embassy/consulate website for the most up-to-date requirements.
- ☐ Attend the mandatory CIE Pre-Departure Orientation (April for fall/summer study, and November for spring study). Information on this will be sent to you by your CIE Education Abroad Coordinator.
- ☐ Submit the following REQUIRED forms to CIE at least a month prior to departure.
  - Study Abroad Course Approval
  - Assumption of Risk and Release from Liability Agreement
  - Medical Information
  - International Contact Information
- ☐ Submit the following OPTIONAL forms to CIE at least a month prior to departure.
  - Request for Study Abroad Financial Aid
    - Only complete this request if you receive grants, scholarships, or financial aid, and plan on using this aid for study abroad or if you plan to apply for a loan to fund your experience
  - Beyond the Classroom/Diverse and Global Perspectives Contract (SAGE 000)
    - Only complete this contract if you plan on using your study abroad experience for BTC/DGP credit
  - Course Registration Planning Tool request
    - Only complete this request if you will be unable to register for your next semester's courses while you are abroad
- ☐ Establish international medical insurance. Send your exact travel dates to CIE (cie@umw.edu). All UMW students are required to have international health and medical insurance while abroad. Coverages must include emergency extraction for natural disaster, and/or political events, as well as repatriation of mortal remains.
  - If your program does not include international health and medical insurance as part of the cost, CIE will enroll you with our contract health insurance provider and your student account will be billed accordingly.
  - If your program includes international health and medical insurance as part of the cost, show proof to CIE and be exempted from CIE's insurance.
- ☐ Register with STEP via the US Department of State
- ☐ Obtain an ETA (for travelers to the UK) or ETIAS (for travelers to the EU)
- ☐ Once accepted by your program, book your flights (using instructions and dates sent by your program) and send your arrival and departure information to CIE. You must arrive at your program location by the date/time specified by your program. Pre- or post-program travel is optional as long as you respect your program start and end dates.