



EDUCATION ABROAD CHECKLIST TO STUDY, INTERN, RESEARCH AND/OR VOLUNTEER SEMESTER OR ACADEMIC YEAR

Planning

- Select a program** from the list of UMW Approved Programs at international.umw.edu/approved.
- Register** to participate in an Education Abroad program at international.umw.edu/registration.
 - This step allows the CIE office know that you are interested in going abroad.
- Apply** to your program. UMW application deadlines are:
 - Mid-March for Fall Semester or Academic Year
 - Mid-October for Spring Semester

NOTE: Some programs have earlier application deadlines.
- Attend a **Mandatory UMW Pre-Departure Orientation**.
My Pre-Departure Orientation date is _____.

Other things to consider while planning:

- Need help to fund your education abroad? Visit the Scholarship and Funding webpage at international.umw.edu/scholarships.
- Using Financial Aid? Y/N
 - If yes, complete the **Request for Study Abroad Financial Aid** form along with supporting documentation (located in folder).
 - **Please note** that Financial Aid is only applicable if the student receives grants, scholarships or any financial aid, including Federal Pell Grant or Loans, such as Federal Stafford Loans, Federal Parent Loans (PLUS), and Alternative Loans.
 - The deadlines for submitting the form:
 - May 1st for Fall Semester or Academic Year
 - November 1st for Spring Semester
- Do you participate in the Virginia529 prePAID program or any other third party benefit? Y/N
 - If yes, you must notify CIE **BEFORE** making tuition payment to program or university.
- Is your passport **valid for 180 days** beyond ending date of your program? Y/N
- **Contact** CIE if you have any questions or concerns (cie@umw.edu, 540.654.1434, Lee Rm 434)

Accepted to your program? Congrats! And here are the next steps.

- Provide to CIE:
 - Copy of Program Acceptance Letter.
 - Course Approval Form (located in folder).
 - Course Registration Planning Tool (located in folder).
 - Provide exact dates for Comprehensive International Health Insurance Enrollment in UMW's current policy, UNLESS insurance is included in the program fee.
Does your program fee include insurance? Y/N
 - If no, my exact program dates are _____.
 - Signed **Assumption of Risk and Release from Liability Agreement** (located in folder).
- Planning to fulfill Experiential Learning or Global Inquiry while abroad? Y/N
 - If yes, complete and submit an **Experiential Learning or Global Inquiry General Education Contract** to CIE (located in folder).
- Book air travel. The earlier, the better, the cheaper.
 - My air travel details: Dates: _____ Flight #: _____

Next Steps continuation

- Obtain a student visa, if applicable. Do you need a visa? Y/N
- Register online with Department of State's Smart Traveler Enrollment Program at step.state.gov.
- Provide overseas "Emergency Contact Information" using CIE's online form found at international.umw.edu/contact-info.

Other things to consider after acceptance:

- Registered for back-up classes at UMW? Y/N
 - If yes, fill out the **Course Cancellation Form** with Registrar. Please note that there is a \$30 fee when registering for courses.
- Living on campus or seeking on-campus housing upon return from abroad? Y/N
 - If yes, fill out **Intent to Vacate University Housing** online form at umw.edu/residencelife/on-campus/housing-procedures/intent-to-vacate/.
- Have a meal plan with Residence Life? Y/N
 - If yes, fill out a **Meal Plan Change** application through Symplicity at umw-residence.symplicity.com.
- Using Financial Aid? Y/N
 - If yes, enroll in **Direct Deposit** in myUMW Finance Portal to receive funds.
- Utilizing the services offered by the Office of Disability Resources? Y/N
 - If yes, contact their office if you need an **Accommodations Letter** for your program abroad.
- Interested in a pre-departure consultation with the Talley Center for Counseling Services? Y/N
 - If yes, contact their office to schedule an appointment.
- Interested in a travel consultation with UMW's Health Center? Y/N
 - If yes, contact their office to schedule an appointment.

Before You Leave

- Take care of money matters with Student Accounts:
 - Pay your study abroad fee, which will be billed to your student account. The fee is \$300/semester plus the enrollment fee for health insurance (if CIE enrolls you in UMW's policy).
 - Check to be sure you have no "HOLDS" on your account.
- Make photocopies of all important documents: Make one copy to have while abroad and one copy to leave behind with your parents/guardians. This includes your passport, visa, driver's license, credit and ATM cards, insurance cards, your acceptance letter, and travel itinerary.
- Notify credit card company of impending travel, including countries you plan to visit while abroad and dates.
- Submit the **Mail Forwarding Request Form** to the UMW Post Office (located in folder).

Other things to consider before you leave:

- Traveling in the spring and have a parking decal? Y/N
 - Turn in the decal to Parking Management (2nd floor Lee Hall) to receive a refund for the semester you are abroad.