



# EDUCATION ABROAD CHECKLIST TO STUDY, INTERN, RESEARCH AND/OR VOLUNTEER SUMMER OR SHORT TERM

## Planning

- Select a program** from the list of UMW Approved Programs at [international.umw.edu/approved](http://international.umw.edu/approved).
  - Register** to participate in an Education Abroad program at [international.umw.edu/registration](http://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 Summer
    - Mid-October for Winter Break
- 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](http://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 deadline for submitting the form:
      - April 15<sup>th</sup> for Summer
- 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).
    - 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](http://step.state.gov).
- Provide overseas "Emergency Contact Information" using CIE's online form found at [international.umw.edu/contact-info](http://international.umw.edu/contact-info).

## **Other things to consider after acceptance:**

- 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 \$20/week 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.