University of Massachusetts Boston 100 Morrissey Blvd, Boston, MA 02125 Office of Global Programs 617-287-5586/ Fax: 617-287-3963

Study Abroad Checklist

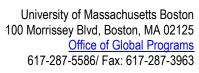
Getting Started							
	Research program options & locations, online: http://umb.abroadoffice.net/index.html ; or come to the Study Abroad Office (2 nd Floor Campus Center, Room 2100) for printed materials						
	Come to Walk-in Hours, any Tuesday or Wednesday 9 a.m. – 12 p.m. <u>OR</u>						
	Make an appointment to speak with a Study Abroad Coordinator						
	Meet with your academic advisor(s) to discuss what courses/requirements you can and cannot take or fulfill abroad						
	Narrow your search to your top two programs						
Α.	aulication Duocasa						
A	oplication Process						
	Tell your Study Abroad Coordinator to which program you would like to apply & clarify the application process for your particular program						
	Determine deadlines (application & payments due), requirements and eligibility for the program to which you want to apply						
	Complete and submit online or paper application requirements (to the program provider or the Study Abroad Office)						
	Please remit to the Study Abroad Office: Application/Advising Fee for Study Abroad Programs						
A	fter you Apply						
	Determine the sources of income that you expect to use to cover your expenses while abroad						
	If you do not have a valid passport, apply for one immediately						
	Look into scholarships for study abroad, determine your eligibility, and apply early!						
Λ:	fter you are Accepted: First Steps						
	Notify a study abroad coordinator of your acceptance & obtain the necessary paperwork for study abroad:						
	 Request for Prior Approval of Transfer Credit of Study Abroad Programs Form Disciplinary Clearance Form Conditions of Agreement – International Travel Liability Release Form Study Abroad Participant Contact Consent Form Consortium Agreement (also in Financial Aid Services) Financial Aid & Budget Worksheet 						

Ksenija Borojevic, Interim Asst. Coordinator tel: (617) 287-5792

e-mail: Ksenija.Borojevic@umb.edu

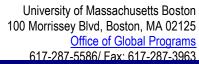
tel: (617) 287-3961 e-mail: <u>Lurlene.vanburen@umb.edu</u>

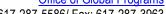
Lurlene Van Buren, Coordinator





After you are Accepted: Academic Procedures							
 Complete the Request for Prior Approval of Transfer Credit of Study Abroad Programs Form ("Prior Approval Form") by indicating each course for which you would like to receive major, distribution, or elective credits. You will need to correspond with the person you received your acceptance letter / e-mail from to obtain course descriptions. 							
 □ Obtain a signature from the Transfer Credit Evaluator in the Undergraduate Admissions office (Miguel Alvarez) on the Prior Approval Form ○ bring course descriptions for the courses you plan to take 							
☐ Obtain a signature from the Department Chair from your major on the Prior Approval Form							
Obtain a signature from a Study Abroad Coordinator on the Prior Approval Form							
☐ Distribute copies of the completed Prior Approval Form to the offices designated on the form							
After you are Accepted: Financial Aid Procedures							
□ Complete the Consortium Agreement & submit it to the Financial Aid Services Office ◦ Have Section III of the Consortium Agreement form completed by your program							
 ☐ Meet with an advisor in the Financial Aid Services Office (Lydia O'Garro) ○ Submit copies of your acceptance letter & your completed Prior Approval Form to Financial Aid Services with the completed Consortium Agreement form ○ Complete the Financial Aid & Budget Worksheet at this meeting 							
☐ Enroll in Direct Deposit: Log into WISER Student Self Service>> Campus Finances>>Enroll							
Before you Depart							
☐ Obtain clearance & a signature from the Dean of Students on the Disciplinary Clearance Form							
☐ Clear any "holds" on your WISER account so you can be registered for study abroad							
☐ Attend a mandatory Pre-Departure Orientation session							
$\ \square$ ALSO SCHEDULE AND ATTEND A MANDATORY TRAVEL DEPARTURE INTERVIEW.							
Please submit the following forms to the Study Abroad Office, during this interview.							
 □ Application/Advising Fee for Study Abroad Programs (if you haven't already) ○ \$50 money order, payable to: OITA / Study Abroad 							
☐ A copy of your acceptance letter							
☐ A copy of your flight itinerary, arrival information and instructions, and contact information.							
☐ A copy of the Prior Approval Form							
☐ The Financial Aid & Budget Worksheet							
☐ The Conditions of Agreement – International Travel Liability Release Form							







Upon Return

Request at least two	copies of	your stud	y abroad / hos	t institution	transcript,	sent to:

Study Abroad Office; Office of Global Programs and/or Undergraduate Admissions, attn.: Miguel Alvarez