



Study Abroad Checklist

Getting Started

- ☐ Open an Abroad Office account at <http://umb.abroadoffice.net>
- ☐ Research program options & locations, online: <http://umb.abroadoffice.net>; or come to the Study Abroad Office (2nd Floor Campus Center, Room 2100) for printed materials
- ☐ Come to Walk-in Hours, any Wednesday 9 a.m. – 12 p.m. **OR**
- ☐ 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

Application 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)

After 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!

After 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**
 - **Financial Aid & Budget Worksheet**
 - **Consortium Agreement** (also in Financial Aid Services)
 - **Conditions of Agreement – International Travel Liability Release Form**



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

- ☐ Clear any "holds" on your WISER account so you can be registered for study abroad
- ☐ Attend a mandatory Pre-Departure Orientation session

Please submit the following forms to the Study Abroad Office, prior to your departure:

- ☐ Application/Advising Fee for Study Abroad Programs
 - \$50 money order, payable to: OITA / Study Abroad
- ☐ A copy of your acceptance letter
- ☐ 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 study abroad / host institution transcript, sent to:
 - OITA/Study Abroad Office and/or Undergraduate Admissions, attn.: Miguel Alvarez