



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
- Obtain a signature from the Transfer Credit Evaluator in the Undergraduate Admissions office (Miguel Alvarez) on the **Prior Approval Form**
 - o 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

- Meet with an advisor in the Financial Aid Services Office (Lydia O'Garro)
 - o Complete the **Financial Aid & Budget Worksheet** at this meeting
- Complete the **Consortium Agreement** & submit it to the Financial Aid Services Office
 - o Submit a copy of your acceptance letter to Financial Aid Services with this form
- 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
 - o \$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:
 - o OITA/Study Abroad Office and/or Undergraduate Admissions, attn.: Miguel Alvarez