

## Study Abroad Checklist

### Getting Started

- Research program options & locations, online: <http://umb.abroadoffice.net/index.html>; or come to the Study Abroad Office (2<sup>nd</sup> Floor Campus Center, Room 2100) for printed materials
- Come to Walk-in Hours, any Tuesday or 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)
- Please remit to the Study Abroad Office: Application/Advising Fee for Study Abroad Programs
  - o \$50 money order or check, payable to: Study Abroad/Office of Global Programs

### 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:
  - o **Request for Prior Approval of Transfer Credit of Study Abroad Programs Form**
  - o **Disciplinary Clearance Form**
  - o **Conditions of Agreement – International Travel Liability Release Form**
  - o **Study Abroad Participant Contact Consent Form**
  - o **Consortium Agreement (also in Financial Aid Services)**
  - o **Financial Aid & Budget Worksheet**

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## 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
- 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 study abroad / host institution transcript, sent to:
  - Study Abroad Office; Office of Global Programs and/or Undergraduate Admissions, attn.: Miguel Alvarez