UR STUDY ABROAD APPLICATION FEE POLICY

There are two phases to the study abroad application process: the Pre-Decision phase and the Post-Decision phase. There is a **$200 UR Study Abroad Application Fee**, which is divided into $100 for each phase.

**The Application Fee can be waived.** Just complete and submit all required items by the posted Pre-Decision and Post-Decision deadlines and you will not have to pay your $200 Application Fee. Otherwise, the Application Fee, partially or wholly as appropriate, will be assessed to your student account.

FREQUENTLY ASKED QUESTIONS

When does the Application Fee Policy “kick in”?  
The Application Fee Policy is active as soon as you start an online study abroad application.

Will I be charged the Application Fee if I start an application but then decide not to continue my study abroad application?  
Simply abandoning your study abroad application is **not sufficient grounds** for the Application Fee to be waived. This is because, until we are informed otherwise, the OIE will assume you intend to pursue your application and we will continue to monitor it for completeness and send you reminders. You must withdraw your application online before the deadline or it will be considered active and thus subject to the Application Fee policy.

What about situations that prevent someone from meeting the deadlines?  
Extenuating circumstances (*family emergencies, medical emergencies, etc*) may qualify for exemption, but you must submit a request to your study abroad advisor (*before the deadline, if possible*) explaining why you need an exemption. NOTE: Academic and/or extra-curricular responsibilities are not acceptable grounds for missing the official deadlines and being exempt from the Application Fee.

What if my official UR transcript isn’t received by the OIE by the Pre-Decision deadline?  
If you submit your “Transcript Release Form” online signature document on or before the Pre-Decision deadline, your Application Fee can be waived as long as your official UR transcript is received by the OIE within one week after the deadline.

I transferred to Richmond from another university. What if my official transfer school transcript isn’t received by the OIE by the Pre-Decision deadline?  
Please refer to the notes about Transfer School Transcripts on the next page.

What requirements are due in the Pre-Decision and Post-Decision phases?  
Please see the "Requirements by Phase" chart on the next page for a full list.
**Requirements by Phase**  
(Requirements apply to all students except where otherwise noted)

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**Material Submissions must be submitted by 5:00 PM on the deadline date.**

**Online Signatures and Questionnaires must be submitted by 11:59 PM on the deadline date.**

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**These Are Not the Only Requirements Due!**

Any Pre- or Post-Decision requirements not listed below are not subject to the fee. However, you are **strongly encouraged** to complete and submit all requirements on GatewayAbroad by the Pre- and Post-Decision deadlines, unless otherwise stated in the requirement’s instructions.

Delays in completing requirements could put your study abroad opportunity in jeopardy.

If you are approved, there will be additional items to complete for your host institution, including possibly another application or paperwork to submit. You will be provided a list of what to do next in your program checklist in the Learning Content section of your GatewayAbroad application.

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### Pre-Decision Phase

Your **$100 Application Fee for this phase** will be waived if all of the items listed immediately below are completed and submitted by the posted Pre-Decision deadline.

- **Questionnaires & Letters**
  - Application Part I
  - Application Part III
  - Application Part II
  - Essay

- **Material Submissions**
  - Advising Form I
  - Advising Form II
  - Résumé
    *If any of the above does not apply to you, you must still click on it and answer the conditional question appropriately so the item is marked N/A (not applicable) on your application; otherwise it will be considered incomplete.

- **Official UR transcript**
  *Your fee can be waived as long as your Transcript Release Form online signature document AND Application Part I questionnaire are submitted by the posted deadline.

- **Official transfer school transcript**
  *If applicable
  *No fee, but your application cannot be reviewed without this. Available program spots may fill up if your transfer school transcript is not received within a week of the posted deadline.

- **Online Signatures**
  - Acknowledgement of Additional Requirements
  - Intent to Study Abroad
  - UR Application Fee Policy
  - Transcript Release Form*
    *Remember to resolve any existing student account holds; otherwise the Registrar will not release your transcript

### Post-Decision Phase

Your **$100 Application Fee for this phase** will be waived if all of the items immediately below are completed and submitted by the posted Post-Decision deadline.

- **Questionnaires & Letters**
  - Emergency Form

- **Material Submissions**
  (none subject to the fee)

- **Online Signatures**
  - What to Do Next
  - Commitment Form
  - Agreement & Release
  - Withdrawal Policy
  - Behavior, Alcohol and Drug Policy Guidelines
  - Reimbursement Policies & Procedures