WHAT TO DO NEXT

TIME-SENSITIVE TASKS *(some with specific deadlines)*
We suggest you complete these tasks in the order in which they appear below. Missing a deadline may mean you miss the opportunity to go abroad; forfeit housing opportunities; or face additional fees.

Read your PROGRAM-SPECIFIC CHECKLIST as soon as possible
Located in the Learning Contents section of your GatewayAbroad application, this checklist contains important dates and deadlines and instructions for completing additional program-specific forms (e.g., housing, program application, visa information, etc.). *If you do not see it in Learning Content, your study abroad advisor will email it to you as soon as it is ready.*

- **Complete on your GatewayAbroad application by 11:59pm (midnight) on Friday, March 6**
  - Acceptance of Richmond’s Study Abroad Offer
  - Program Participation Terms & Conditions
  - Emergency Form
  - Passport Details (certain programs only)
  - Program Housing Agreement (certain programs only)

- **Apply for a passport**
  - It can take 4-8 weeks to get a passport – **Apply Now!**
  - If you already have a passport, check the expiration date. It should be valid at least 6 months after the end date of your study abroad program.
  - Don’t forget to sign your passport!
  - Upload your passport copy to your study abroad application on GatewayAbroad

- **Download and print your International/Emergency Cards & Letters (IECL) packet as soon as available**
  You will receive an email from Jennifer Stevens when your IECL is available for downloading. This is found in the Questionnaires & Letters section of your GatewayAbroad application. We recommend printing (2) copies – one for you to take abroad and one to give to your family. You can also save the PDF and forward it via email to yourself and/or your family.

- **Attend the mandatory General Orientation (see below) AND program/country-specific orientations**
  If applicable, your study abroad advisor will email your program/country-specific orientation date to you. RSB majors will also be contacted about attending a required session for business students only.
  **General Orientation: SEE DATES and LOCATIONS BELOW – All meet 6:00-8:00pm**
  Alice Haynes Room: Monday, March 16 (A-G) — Tuesday, March 17 (H-R)
  Jepson 118: Thursday, March 26 (S-Z)

- **Recommended: Have your abroad courses pre-approved before you go abroad, if possible**
  Click here to get started with this process.

- **Declare your major(s) and minor(s)**
  You should declare your major(s) and minor(s) before leaving UR campus. If you have already declared, please check GradTracker to be sure your major is correctly listed. Incorrect declarations may create problems for major/minor auditing, academic advising and graduation. *This form is not available online. Please visit the Registrar’s Office to pick up the declaration form in person.*
  **Special Note for LALIS:** Please read this webpage carefully regarding LALIS transfer credit policy.

- **Submit Mail Forwarding Request Form by April 1:**
  The Campus Post Office cannot forward mail outside of the United States. To have your mail forwarded to an alternate U.S. address, go to [http://studyabroad.richmond.edu/?go=MailForwardingRequest](http://studyabroad.richmond.edu/?go=MailForwardingRequest). Missing this deadline will result in your campus mail being returned to sender while you’re abroad.
Book round-trip transportation to your program site at least 30 days prior to departure but not before you know the official arrival date and the end of the final exam period for your program. Consider using STA Travel’s “Book Now, Pay Later” feature. This allows you to choose a ticket early (when the rates may be lower) and to reserve it with a non-refundable deposit until your financial aid is available to you. Also, StudentUniverse is an Expedia-like search engine for discounted student travel fares and may be worth a look.

Note: International Education (IE) provides these website links solely as a service to Richmond students for informational purposes. IE is not necessarily endorsing the organizations or services, nor guaranteeing the validity or value of the information contained therein. Be sure to read the fine print.

Rising or Current Seniors ONLY:

Submit your Undergraduate Degree Application before going abroad. Please visit the “Study Abroad FAQ” section of the Registrar’s website for more information.

THINGS TO READ

ALL information posted to the Learning Content and Orientation Documents sections of your GatewayAbroad application

Study Abroad Handbook: http://studyabroad.richmond.edu/?go=SAHandbook

Culture Smart! guidebook provided to you by International Education before you left campus