WHAT TO DO NEXT

This checklist highlights the major tasks you must do before your departure. A smooth journey depends on your preparation and organizational skills, which includes staying on top of all the items below.

TIME-SENSITIVE TASKS (*some with specific deadlines*)

Try to complete these tasks in the order in which they appear below.

- **Read your PROGRAM-SPECIFIC CHECKLIST as soon as possible**
  - This checklist contains important dates and deadlines, visa information (if application), as well as instructions for completing additional program-specific forms, housing, etc.
  - You’ll find your Program-Specific checklist in the Learning Content section of your online application. If you do not see it in Learning Content, your study abroad advisor will email it to you as soon as it is ready.

- **Add IMPORTANT DATES and DEADLINES to your calendar**
  - These can be found in this checklist (What to Do Next), your Program-Specific checklist, and elsewhere.
  - Missing a deadline may mean you miss the opportunity to go abroad; forfeit housing opportunities; or face additional fees. *NOTE: Richmond's post-decision requirements are due *even if* your application to the host institution is still pending!*

- **Complete online by 11:59pm (midnight) on Wednesday, October 16**
  Access the following items* by logging into [your study abroad application](http://registrar.richmond.edu/registration/programs/studyabroad/courseapprovalform.html) on GatewayAbroad:
  - What to Do Next
  - Acceptance of Richmond’s Study Abroad Offer
  - Program Participation Terms & Conditions
  - Program Housing Agreement (certain programs only)
  - Emergency Form
  - Passport Details (certain programs only)

- **Apply for a passport**
  - It can take 4-8 weeks to get a passport – *apply now*!
  - If your host country requires you to have a student visa, you must have a valid passport before you apply for your visa. See your Program-Specific Checklist for details.
  - 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! Otherwise it is not valid.
  - Upload your passport copy to your study abroad application on GatewayAbroad

- **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:** Date and Time are TBD, IE staff will announce by email once scheduled

- **Get your abroad courses pre-approved** – To get started with this process, go to [http://registrar.richmond.edu/registration/programs/studyabroad/courseapprovalform.html](http://registrar.richmond.edu/registration/programs/studyabroad/courseapprovalform.html). There is no specific due date for this, although submitting your Course Approval Form before you go abroad is recommended, when possible.

- **Submit your signed Proxy Information Release Form to the Registrar’s Office**
  Your signature authorizes the Registrar’s Office to accept a request to complete your post-study abroad semester registration in the event you are unable to access BannerWeb while abroad. This form is provided to you at General Orientation. *NOTE: This is optional but strongly recommended; due Friday, December 6.*
Declare your major(s) and minor(s)

You should declare your major(s) and minor(s) **prior to 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.

**Rising or Current Seniors ONLY:** Submit your Undergraduate Degree Application

If you will have only one semester left before graduation upon return from study abroad (if you are studying abroad during your senior year, or if you are a second semester junior planning to graduate in December), you must submit the "Undergraduate Degree Application" to the Registrar’s Office **prior to going abroad.** Please visit the “Study Abroad FAQ” section of the Registrar’s website for more information.

Submit Mail Forwarding Request Form by **December 1:**

The Campus Post Office cannot forward mail outside of the United States, so you must make arrangements for forwarding your campus mail while you are abroad. To complete, go to [http://tinyurl.com/SA-mail-forwarding](http://tinyurl.com/SA-mail-forwarding). **Missing the deadline will result in your campus mail being returned to sender while you’re abroad.**

Download and print your International/Emergency Cards & Letters (IECL) packet **Before you leave for abroad,** download your IECL packet from 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.

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. Please consult the aforementioned websites and/or organizations for the most up-to-date information, and be sure to read the fine print.

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**THINGS TO READ**

- **ALL information posted to the Learning Content and Orientation Documents sections** of your online application
- **Study Abroad Handbook:** [http://studyabroad.richmond.edu/?go=SAHandbook](http://studyabroad.richmond.edu/?go=SAHandbook)
- **Culture Smart! guidebook** provided to you by the International Education office