**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.

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**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 is your step-by-step guide for all tasks and information related specifically to your host university/program.
  - It contains important dates and deadlines, as well as instructions for completing additional program-specific forms.
  - 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, the OIE 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.**

- **Apply immediately for a passport**
  - To get started, go to [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html).
  - It can take 4-8 weeks to get a passport.
  - 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 one (1) year past 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

- **Submit online by 11:59pm (midnight) on Monday, March 6**
  - Access the following items* by logging into [your study abroad application](http://studyabroad.richmond.edu) on GatewayAbroad:
    - What to Do Next
    - Acceptance of Richmond’s Study Abroad Offer
    - Emergency Form
    - Program Housing Agreement *(certain programs only)*
    - Study Contract
    - Program Participation Terms & Conditions

* A description of each item listed above is available [here](http://studyabroad.richmond.edu).

- **Submit your passport and/or visa application receipt(s) for reimbursement within 60 days of purchase**
  - The OIE reimburses students on approved UR semester programs for several study abroad-related expenses. Please refer to our website for full details: [http://studyabroad.richmond.edu/?go=Reimbursements](http://studyabroad.richmond.edu/?go=Reimbursements).

- **Watch the Pre-Orientation Prezi and complete the Pre-Orientation Quiz BEFORE the General Orientation** *(see below)*
  - This is located in the "Assessments" section of your application. A score of 100% is required to pass the quiz.

- **Attend the mandatory General Orientation** *(see below)* **AND country-specific orientations**
  - Your study abroad advisor will email your country-specific orientation date to you. RSB majors will also be contacted about attending a required session for business students only.
  - **Thursday, March 16 (A-M) or Monday, March 20 (N-Z) – 6:00-8:30pm, Alice Haynes Room**

- **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.**
- **Book round-trip transportation** to your program site at least 30 days prior to departure (ideally 60 or 90 days in advance), 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 are lower!) and to reserve it with a non-refundable deposit until your financial aid is available to you.

- **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:** All students contemplating a minor in LALIS must declare the minor **before studying abroad in Spain or Latin America** if they wish to receive LALIS credit for coursework completed abroad. Students declaring an LALIS minor **after study abroad** **will not** be awarded credit toward the minor for coursework completed in these countries.

- **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 (spring study abroad) or April 1 (fall study abroad):**
  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.**

- **Stop by Telecom Services**
  Go to Student Telecom Services in Jepson G-2 to change your UR Mobile phone plan to better fit your needs while you are studying abroad, and to have your authorization code deactivated for long-distance calling.

- **Scan the photo page of your passport and email to yourself**
  Having this will help you obtain a replacement document if your passport is lost or stolen.

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**THINGS TO READ**

- **Read AND act on documents posted to the Learning Content section** of your online application. Of particular importance are the **Program-Specific Checklist** and the **UR Housing Agreement.**

- **Study Abroad Handbook**: [http://studyabroad.richmond.edu/?go=SAHandbook](http://studyabroad.richmond.edu/?go=SAHandbook)

- **All information posted to the Orientation Documents section** of your online application.

- **Learn the basics about the country where you will study.** Some suggested sources:
  - The [US Department of State’s country information pages](https://travel.state.gov)
  - Travel guides, like those in the *Lonely Planet* series
  - Culture guides, such as those in the *Culture Smart!* series (provided to you by the OIE)

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**MONEY MATTERS**

- **Study abroad scholarships**
  Review information regarding **UR study abroad scholarships as well as external scholarships** on our website.
Financial Aid
If you receive any financial aid, scholarships or loans, you should carefully read this site: http://financialaid.richmond.edu/undergrad/study-abroad.html. Please contact the Financial Aid Office with any questions. The timing and manner in which aid is disbursed is different when you go abroad, so it is important to plan ahead for deposits and other expenses due prior to disbursement of aid.

Costs, billing and budgeting
Review the “Dates & Costs” section on the webpage for your program. You pay UR tuition to UR for your semester abroad. The “Dates & Costs” also addresses how you will pay for housing abroad, as well as food, local transport, utilities and other expenses. Note that our cost estimates do not include recreational travel and entertainment.

Travel Allowances
UR will post a credit to your student account to help defray your travel and living expenses. For more information, including how this allowance may affect existing financial aid, please visit http://international.richmond.edu/semester/finances/allowance.html.

Reimbursement Requests
Unlike most universities, the University of Richmond reimburses students going on UR semester- and year-long study abroad programs for certain related expenses. However, it is your responsibility to carefully read the Reimbursements website, correctly follow the instructions and submit your reimbursement requests in a timely manner: http://studyabroad.richmond.edu/?go=Reimbursements.

DISCUSS AND SHARE WITH YOUR FAMILY

Discuss the costs and logistical requirements of your study abroad program with your family and share all the information (written and otherwise) with them so that they feel informed about your study abroad plans.

The OIE recommends that at least one of your close family members has a valid passport when you study abroad. This is important in case you become ill or injured while abroad and you want a family member to join you while you are recovering or to help you return home.

Give the "Study Abroad Information for Your Family" sheet to your family before you leave for abroad. This will be included in your “Insurance/Emergency Cards & Letters” (IECL) document, which the OIE will upload to your GatewayAbroad application soon.

Share the Study Abroad Handbook with your family: http://studyabroad.richmond.edu/?go=SAHandbook

Make and leave copies of the following items with your family in case these documents are lost or stolen:
- Acceptance letter from host institution
- Passport and visa (if applicable)
- Insurance/Emergency Cards & Letters (IECL) document (download from GatewayAbroad)

UR study abroad insurance
Richmond provides health and travel insurance through ACE Travel Assistance (AXA) for all semester abroad students on UR programs. This insurance is effective worldwide, except in the student’s home country. For details of the coverage, visit http://studyabroad.richmond.edu/?go=AbroadInsurance. For further safety and health briefings, go to the ACE Travel Assistance (AXA) Member Center: http://studyabroad.richmond.edu/?go=axalogin