

# 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 Thursday, March 15**

Access the following items\* by logging into [your study abroad application](#) on GatewayAbroad:

<input type="checkbox"/> What to Do Next	<input type="checkbox"/> Program Housing Agreement <i>(certain programs only)</i>
<input type="checkbox"/> Acceptance of Richmond's Study Abroad Offer	<input type="checkbox"/> Emergency Form
<input type="checkbox"/> Program Participation Terms & Conditions	* A description of each item listed above is available <a href="#">here</a>
  
- 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>.
  
- Watch the [Pre-Orientation Prezi](#) and complete the Pre-Orientation Quiz BEFORE 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.

**Tues, March 20 (A-G) or Wed, March 21 (H-P) or Mon, March 26 (Q-Z) – 6:00-8:30pm, Jepson 118**

- ❑ **Get your abroad courses pre-approved** – To get started with this process, go to <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.*

- ❑ **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 form is optional but strongly recommended; due **April 13**.

### **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>. *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**

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