WHAT TO DO NEXT

A Helpful Checklist of Study Abroad Next Steps

While it may seem like there are a lot of steps remaining, we hope this checklist will help you keep track of how to make your semester abroad go smoothly.

- **Review your Program-Specific Checklist**
  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 your GatewayAbroad application by 11:59pm (midnight) on Monday, October 12**
  Please complete these requirements even if your application to the host institution/program is still pending.
  - Acceptance of Richmond’s Study Abroad Offer
  - Program Participation Terms & Conditions
  - Emergency Form
  - Passport Details (certain programs only)
  - Program Housing Agreement (certain programs only)

- **Make sure you have a valid passport**
  - It can take several weeks to get a passport – we recommend that you apply as early as possible!
  - 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.
  - Check to make sure that your valid passport is signed.
  - Upload your passport copy to your study abroad application on GatewayAbroad.

- **Download and print your International/Emergency Cards & Letters (IECL) packet once it is available**
  You will receive an email from Jennifer Stevens when your IECL is available for downloading. This document will be found in the Questionnaires & Letters section of your GatewayAbroad application. We recommend saving (2) copies (either by print or pdf) – one for you to take abroad and one to give to your family.

- **Attend our helpful (and mandatory 😊) General Orientation and program/country-specific orientations**
  If applicable, your study abroad advisor will email your program/country-specific orientation date to you. We will provide you with the General Orientation date once it has been scheduled. RSB majors will also be contacted about attending a required session for business students only.

- **Get your abroad courses pre-approved before you go abroad, if possible**
  You can find helpful information, instructions and the necessary forms here.

- **Declare your major(s) and minor(s)**
  You should declare your major(s) and minor(s) before leaving the 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.

  Special Note for LALIS: Please read this webpage carefully regarding LALIS transfer credit policy.

- **Submit Mail Forwarding Request Form by December 1**
  The Campus Post Office cannot forward mail outside of the United States. To have your mail forwarded to an alternate U.S. address, click here in order to ensure that your campus mail won’t be returned to sender while you’re abroad.

- **Once you know the official arrival date and the end of the final exam period**, book round-trip transportation to your program site to departure. We recommend booking at least 30 days prior to departure.
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

- Important information posted to the Learning Content and Orientation Documents sections of your Gateway Abroad application
- Study Abroad Handbook: http://studyabroad.richmond.edu/?go=SAHandbook
- Culture Smart! guidebook provided to you by International Education before you leave campus