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 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:
    - What to Do Next
    - Acceptance of Richmond’s Study Abroad Offer
    - Program Participation Terms & Conditions
    - Program Housing Agreement (certain programs only)
    - Emergency Form

  * A description of each item listed above is available here.

- **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 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.

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