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, deadlines and instructions for completing additional program-specific forms (e.g., housing, program application, visa information, etc). *If it is not 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 Friday, March 12*  
  *The deadline for ICCS Rome and Waseda University is Friday, February 26
  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!
  - Your passport’s expiration date should be valid at least 6 months after the end date of your abroad program.
  - 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 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:** Click here for details

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

- **Submit Mail Forwarding Request Form by April 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.

- **Read important information posted to the Learning Content and Orientation Documents sections** of your GatewayAbroad application, including the Study Abroad Handbook

**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.

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