

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**
Please complete these requirements even if your application to the host institution/program is still pending.
 - Acceptance of Richmond’s Study Abroad Offer
 - Passport Details (*certain programs only*)
 - Program Participation Terms & Conditions
 - Program Housing Agreement (*certain programs only*)
 - Emergency Form
- 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.