

Descriptions of Electronic Forms to Submit

The following items are electronic forms which are available on your online GatewayAbroad study abroad application, unless otherwise noted:

IMPORTANT: These requirements are due even if your application to the host institution is still pending.

What to Do Next – This checklist highlights the major tasks you must do before your departure. Your electronic signature ensures that you have thoroughly reviewed the checklist, are familiar with the tasks you are required to complete before your departure (including those listed on this page), and understand that you are responsible for completing all relevant tasks by the provided deadlines.

Acceptance of Richmond's Study Abroad Offer – Your electronic signature confirms that you have made your final decision to commit to study abroad on a UR semester abroad program.

NOTE: Acceptance is made by the exchange university or by the study abroad program based on your academic performance to date and is contingent upon your maintaining satisfactory performance in all courses taken during the term(s) immediately preceding study abroad. Failure to maintain satisfactory performance and/or complete OIE and host institution requirements by the stated deadlines will result in revocation of your acceptance for the study abroad program. Acceptance to the program will be revoked if you are placed on conduct probation, are evicted from University housing or are suspended from the University prior to your planned semester abroad. If your participation in the program is revoked, you are liable for any non-recoverable costs that have already been paid on your behalf by the University of Richmond.

Commitment Form - Non-UR (*approved NON-UR study abroad only*) – This form confirms that you have made your final decision to study abroad on an approved non-UR semester study abroad program.

Program Participation Terms & Conditions – You are required to electronically sign that you have read, understand, and agree to the following linked-to policies:

- **Agreement & Release Form** – This form references the University's policies on student conduct, conditions of participation in the abroad program, and study abroad costs and payments. NOTE: Students under the age of 18 must sign AND have your parent/guardian sign a carbon-copy version of the Agreement & Release form, which will be provided to you by the Office of International Education.
- **Behavior, Alcohol and Drug Policy Guidelines** – This ensures that you have read, agree to and understand these conditions of participation.
- **Withdrawal Policy** – What happens if you change your mind about studying abroad after you have signed your Acceptance of Richmond's Study Abroad Offer? Your signature ensures that you understand the withdrawal policy.

Emergency Form questionnaire – This information is essential in case of emergency (riots, earthquakes, terrorist event, etc.). Be sure to provide all of the information requested.

Passport Details – Some University of Richmond semester/year study abroad programs require this completed questionnaire.

Passport Upload – An uploaded digital copy of your passport (photo and signature pages) serves an easily accessible back-up in case your passport is lost/stolen abroad. Some host institutions/programs also require it for visa purposes.

Program Housing Agreements – Some University of Richmond semester/year study abroad programs have specific housing requirements. Your electronic signature ensures that you understand and will abide by those requirements.

Mail Forwarding Request Form – The Campus Post Office cannot forward mail outside of the United States. It is your responsibility to make arrangements for forwarding your campus mail while you are abroad. Please submit your online Mail Forwarding Request Form by December 1 (for spring study abroad) or April 15 (for fall study abroad).

UR Housing Agreement – Complete and submit the online agreement by November 1 for fall study abroad. This is not required for spring study abroad, but it is recommended that you read the Housing Office's policies for returning students.