

## UR STUDY ABROAD APPLICATION LATE FEE POLICY

There are two phases to the study abroad application process, with requirements due for each:

**Applies to:** **Fall 2019 & Academic Year 2019 study abroad applications**

**Pre-Decision phase deadline: 2/03/19\***

Your application will be withdrawn if any Pre-Decision requirements are not completed and submitted by this deadline.

*\*Note: Some programs have earlier Pre-Decision Deadlines; [click here for exceptions](#)*

**Post-Decision phase deadline: 3/19/19**

You will be charged a **\$200 Late Fee** and your application may be withdrawn.

*NOTE: If you decide not to pursue study abroad, you must withdraw your application or decline Richmond's approval offer before the Post-Decision deadline to avoid being charged the \$200 Late Fee.*

## FREQUENTLY ASKED QUESTIONS

**When does the Late Fee Policy “kick in”?**

The Late Fee Policy is active as soon as you start an online study abroad application and remains in effect until you depart for abroad.

**What requirements are due in the Pre-Decision and Post-Decision phases?**

Please see the “Requirements by Phase” chart on the page 2 for a full list.

**Will I be charged the Late Fee if I just stop working on my study abroad application before the Post-Decision deadline?**

Simply abandoning your application is **not sufficient grounds** for the Late Fee to be waived. Until we are informed otherwise, International Education (IE) staff will assume that you intend to pursue your application. You must withdraw your application (or decline Richmond's approval offer) before the Post-Decision deadline to avoid being charged a late fee.

**What about situations that prevent me from meeting the deadlines?**

Extenuating circumstances (*family or medical emergencies, etc*) may qualify for an extension, but you must submit a request to your study abroad advisor *before the deadline* explaining why you need this. NOTE: Academic and/or extra-curricular responsibilities or activities (clubs, sports, jobs, etc.) are not acceptable grounds for missing the official deadlines and being exempt from the Late Fee.

**What if my recommendation hasn't been submitted by the Pre-Decision deadline?**

[Assuming your application requires any recommendations](#), your application won't be withdrawn due to a late recommendation. However, ***your application cannot be reviewed without a recommendation (if required)***. You are strongly encouraged to request your recommendation EARLY to avoid any delays and also follow up with faculty as needed, as available program spots may fill up.

**What if my official UR transcript isn't received by IE staff by the Pre-Decision deadline?**

If you submit your “Transcript Release Form” online signature document on or before the Pre-Decision deadline, your application can still be considered as long as IE staff can obtain your official UR transcript from the Registrar within one week after the deadline.

**I transferred to Richmond from another university. What if my official transfer school transcript isn't received by IE staff by the Pre-Decision deadline?**

Please refer to the notes about Transfer School Transcripts on the next page.

# REQUIREMENTS BY PHASE

(Requirements apply to all students except where otherwise noted)

**Material Submissions must be submitted by 5:00 PM on the deadline date.**

**Online Questionnaires and Signatures must be submitted by 11:59 PM on the deadline date.**

## THESE ARE NOT THE ONLY REQUIREMENTS DUE!

If you are approved, there will be additional items to complete for your host institution, including possibly another application or paperwork to submit. You will be provided a program checklist after the decision date that outlines your next steps.

### Fall 2019 and Academic Year 2019 Study Abroad Applications

#### Pre-Decision Deadline: 2/03/19\*

Your study abroad application will only be reviewed as long as **all** items listed below are completed and submitted by the Pre-Decision deadline. Otherwise your application will be withdrawn.

*\*Note: Several programs have earlier Pre-Decision Deadlines; [click here for exceptions](#)*

#### Post-Decision Deadline: 3/19/19

If you do not submit **all** items listed below (*unless otherwise stated*) by the Post-Decision deadline, you will be charged the **\$200 Late Fee** and your application may be withdrawn.

*Note: If you decide not to pursue study abroad, you must withdraw or decline the approval offer before this deadline to avoid being charged the \$200 Late Fee*

#### Questionnaires & Letters

Academic & Personal Information  
Essay

#### Material Submissions\*

Advising Form I                      Résumé  
Advising Form II

*\*if any of the above does not apply to you, you must still click on it and answer the conditional question appropriately so the item is marked N/A (not applicable) on your application; otherwise it will be considered incomplete.*

#### Official UR transcript\*

*\*you must also submit the *Transcript Release Form* by the deadline.*

Recommendation(s)\* (if applicable)

Transfer School Transcript\* (if applicable)

*\*your application will not be withdrawn if these are late, BUT it also cannot be reviewed without them. Available program spots may fill up if these are not received within one week of the deadline.*

#### Online Signatures

Intent to Study Abroad

UR Study Abroad Application Late Fee Policy

Transcript Release Form\*

*\*remember to resolve any existing student account holds; otherwise the Registrar will not release your transcript.*

#### IMPORTANT:

**Richmond's post-decision requirements are due even if your host institution application is still pending. *Don't delay!***

#### Questionnaires & Letters

Emergency Form

Passport Details (if applicable to your program)

#### Material Submissions

Study Contract

#### Online Signatures

What to Do Next

Acceptance of Richmond's Study Abroad Offer

Program Participation Terms & Conditions

Program Abroad Housing Agreement (if applicable to your program)

**NOTE: The following are NOT subject to the Late Fee:**

*(however, you still need to complete them ASAP!)*

- Flight Information – Departing for Abroad
- Flight Information – Returning from Abroad
- Passport Upload

**Once IE staff uploads this, you'll be notified:**

- Insurance/Emergency Cards & Letters (IECL)