

WHAT TO DO NEXT

some new things you need to take care of...

If your study abroad application is approved, you're only just getting started! Yes, there's more to do — but **this checklist will help you keep track of your next steps** (and how to prepare to make your study 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 isn't in Learning Content, your study abroad advisor will email it to you as soon as it is ready.*

Complete new items on GatewayAbroad no later than Thursday, March 3

Please complete these requirements even if your application to the host institution/program is still pending

- Acceptance of Richmond's Study Abroad Offer
- Emergency Form
- Program Participation Terms & Conditions
- Passport Details (*certain programs only*)

Make sure you have a valid passport

- It can take 2-3 months to [get a passport](#) – **apply as early as possible, ideally with expedited processing AND expedited shipping!**
- Your passport's expiration date should be valid **6-12 months** after the end date of your abroad program.
- Remember to SIGN your passport!
- Upload your passport copy to your study abroad application on GatewayAbroad.

Download your International/Emergency Cards & Letters (IECL) packet once it is available

You will receive an email from Jennifer Stevens when your IECL – which includes your proof of insurance – is available for downloading from your GatewayAbroad application. We recommend saving and printing (2) copies – 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 another U.S. address, click [here](#) so 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. 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.