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 Monday, October 18 (except where noted)**
  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; due earlier!)
  - Program Housing Agreement (certain programs only)

- **Make sure you have a valid passport**
  - It can take 4–5 months to [get a passport](https://www.dhs.gov/secure-your-passport) – apply as early as possible, ideally with expedited processing!
  - 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 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](https://www.gateawayabroad.com) 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](https://www.gateawayabroad.com) for details

- **Declare your major(s) and minor(s)**
  You should [declare your major(s) and minor(s)](https://www.gateawayabroad.com) before leaving the UR campus.

- **Submit Mail Forwarding Request Form by December 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](https://www.gateawayabroad.com) 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](https://www.gateawayabroad.com) of the Registrar’s website for more information.