

Preparing for Study Abroad

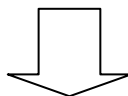
Student Checklist for Semester/Academic Year or Short-Term Individual Study Abroad Programs

The Office of International Affairs is eager to help you prepare for a study abroad program. Please read all the application materials carefully and use this checklist to assist you.

(The year before you plan to study abroad) or as soon as possible:

- O Drop in or make an appointment with the Office of International Affairs to research and discuss study abroad options. Do research on the web and with the guide(s) that the office provides.
- O Determine the program in which you wish to participate, and obtain the program's information about admissions policies, prices, courses, accommodations, etc. You must choose a program sponsored by a U.S. university or organization.
- O Pick up from the Office of International Affairs:
 - o Longwood University Study Abroad Application form
- O Meet with your academic advisor to determine which courses you should take while abroad. Select at least two alternative courses. List the courses on all of the applications as well as the "Request for Transfer Credit Authorization" form. Ask your advisor to sign the form and return a copy of the form to the Office of International Affairs. The courses will be treated as transfer credits, unless you are a language major.
- O Complete the information on the "Longwood University Registration Form;" do not list the courses you plan to take while abroad. The office will register you for "AWAY 311" or "FREN/GERM/SPAN 311" as appropriate. Refer to the form "Procedures for Studying Abroad at Longwood University" for more information regarding Registration and study abroad.
- O Complete a "Longwood University Study Abroad Application" as well as the application from the program you wish to attend. Type or use *neat, clear handwriting in black ink*. Obtain parents' signatures on the "Conditions of Participation" in the application. Keep in mind the deadline for your selected program; if it is earlier than the Longwood deadline, it supersedes our deadline.
- O Complete the "Health Report and Release" form; sign it. The information will be kept confidential, but it is necessary to be able to provide you with all of the information and services you may need.
- O Complete the top section of the "Faculty Recommendation Form" and give it to a professor who knows you well to complete and return to the Office of International Affairs.
- O Complete the "Study Abroad Scholarship Application" if desired.
- O If you plan on using financial aid towards your study abroad program, meet with the Office of International Affairs to create a budget for your program. Then schedule a meeting with a Financial Aid Counselor, take your budget to this meeting. Refer to the form "Procedures for Studying Abroad at Longwood University" for more information regarding financial aid and study abroad.
- O Apply for your passport if you do not have one.

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(by March 1 for Summer sessions or Fall Semester; by October 1 for Winter sessions or Spring Semester):

- O Bring all of the following to the Office of International Affairs before the application deadlines:
 - o Complete application with "Conditions of Participation" signed by student AND parents
 - o Faculty Recommendation Form (can be sent by faculty)
 - o Completed "Health Report and Release" with signatures
 - o Scholarship Application form

(Upon acceptance, and by April 15 for Summer or Fall Semester; Nov. 15 for Spring):

- O Attend all of the mandatory Pre-Departure meetings and complete the "Assignments."
- O You will receive an acceptance letter containing very important payment information and deadlines. You may need to present this acceptance letter at the customs entry point upon arrival in some countries. Keep it with your passport.
- O Purchase the required insurance card/student ID card (ISIC Card) or other approved insurance coverage directly online. This card provides required medical insurance, including medical evacuation and repatriation. Make a photocopy of the card to turn in to the Office of International Affairs. Please see the ISIC website for details: <http://www.myisic.com/MyISIC/GetYourCard/GetYourCard1.aspx>
- O Take the Student International Program Deposit Form with payment for the study abroad administrative fee to the Office of Cashiering, Lancaster 201A.
- O Bring all of the following to the Office of International Affairs before the application deadlines:
 - o Your signed copy of the "Request for Transfer Credit Authorization" form
 - o Longwood University Registration Form, completed except for courses
 - o Apply for your visa if your selected country requires it.
- O Offices you may need to notify:
 - o Housing: make arrangements for being absent and for returning.
 - o Office of Cashiering: for removal from Monthly Payment Plan if you are a participant (you may not use this plan while you are studying abroad in an individual enrollment program)

(At least one month before departure or as soon as you have it):

- O Turn in the following to the Office of International Affairs:
 - o Flight Arrangements form
 - o Photocopy of your ISIC card
 - o Photocopy of your passport, (and visa if applicable), if you have not already provided this
 - o Your detailed contact information abroad, including phone and e-mail
 - o Confirmation of your registration at the US Department of State Registration website (print before submitting): <https://travelregistration.state.gov/ibrs/ui/>

(While abroad):

- O Notify your advisor by e-mail immediately if you change any of the classes on your Transfer Credit Authorization form. Send a copy of this correspondence to the Office of International Affairs.
- O Register during the pre-registration period (in March for summer or fall semesters, in November for spring semester), in consultation with your advisor.
- O Complete the online study abroad program evaluation. This will be sent to your email at or following the end of your study abroad program.