Pre-Departure Information
(for Accepted Participants)

Next Steps for Planning to STUDY ABROAD

Congratulations on being accepted to study abroad! This page will help you keep track of what you still need to do. Be sure to check your email regularly for messages from your study abroad coordinator regarding payment deadlines or other information. Students who are prepared for their trip are more likely to enjoy their experiences abroad and fulfill their personal and academic goals while staying healthy and safe.

Checklist for Accepted Students

1. If you haven't already done so, you need to apply for a passport.
2. Turn in required forms before the deadline
3. Attend pre-departure orientation
4. Make travel and housing arrangements, if necessary
5. Review overseas insurance policies
6. Apply for a visa, if required for your program
7. Purchase the International Student ID Card (ISIC) card http://www.isic.org/
8. Return Course Evaluation form (for semester programs)

REQUIRED FORMS FOR ACCEPTED STUDENTS

After you've been approved for study abroad by the Office of International Programs & Exchange (OIPE), there are several forms you need to complete and return.

Forms for OIPE
Please print, complete, sign, and return these forms to OIPE, Building 39, Room 120 by the **deadline** designated by your Study Abroad Coordinator.

1. Program acceptance form
2. Risk and release form
3. Health information form

Forms for Financial Aid
If you are a UDC student **and** using financial aid for your study abroad program, you must also complete the following forms and return them to Alfreda Ellis in the Financial Aid Office, Building 39, Room 101, 274-6223.

1. Study abroad financial aid application & agreement
2. Detailed cost estimate for your study abroad or exchange program
   For UDC programs, this is available from the Study Abroad Office. Non-UDC programs, please ask your program provider for the cost estimate.

MANDATORY PREDEPARTURE ORIENTATION

All UDC students are **REQUIRED** to participate in a pre-departure orientation session.

The **pre-departure orientation** will include information on health and safety issues abroad, registration, financial aid, and cultural information.

TRAVEL ARRANGEMENTS

For most programs, you will need to secure and purchase your own airfare. There are many discounted airfares available for students, so be sure to shop around.

STA Travel
Student Universe
Amnet

You should research fares online for comparison, then it may be helpful to call to make your reservation. Be sure to ask about change fees, cancellation policy, and change options (i.e. can you change your departure date to return to Washington, D.C.? How much will it cost? What is the likelihood of being able to change it?

Other Useful Airfare Tips

- Reserve flights as early as possible to take advantage of advanced purchased fares.
- Watch for specifications, restrictions, and cancellation penalties.
- Consider trip cancellation insurance if you have any doubts as to your plans.

- Try to travel during low season for the best fares. Keep high season cut-off dates in mind when making plans (approx. 15 June to 15 Aug)
- Consider "open-jaw" flights into one city and out of another. If you will be doing a lot of traveling once you arrive, it might save you considerable on-land travel time and expense to arrange a return flight from a different city.
- If you are considering buying an open-ended return flight, BE SURE to book a return date as soon as possible. You will have trouble getting a seat in the busy travel season at the end of the term when so many others are flying. Also, some countries may not let you have an open-ended ticket for immigration purposes. They want to know that you will actually be leaving. Check on the immigration policies of your destination.

Students on all other programs (semester or year exchange, summer exchange, and non-UDC programs) must show proof of coverage before they may enroll.

REMEMBER: FOR MOST PROGRAMS, IT IS **YOUR RESPONSIBILITY** TO ENROLL IN AN INSURANCE PLAN. **YOU WILL NOT BE ABLE TO PARTICIPATE IN STUDY ABROAD WITHOUT ENROLLMENT.**

VISAS

Semester Programs
Almost all students participating on a semester/year program require a student visa. Visa regulations and requirements change frequently. It is YOUR responsibility to research the visa requirements and apply for one, the UDC Study Abroad Office cannot advise you on these procedures. To find out the application procedures, visit the embassy or consulate for the country where you will study (example: student studying in France would visit the website for the French Consulate in Chicago). You will need the acceptance letter from your host university, along with financial support materials, passport size photos, etc. for your application. Sometimes you must apply in person at the Chicago office.

Summer Programs
Most summer programs do NOT require a visa for US citizens. Exceptions to this include: China, Jordan, ESSCA in France, internship in London. If you are participating in a non-UDC program, it's your responsibility to find out if your host country requires a visa or not.

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

ISIC is the only internationally accepted student ID card and proof of current student status in existence. UDC recommends that all study abroad students purchase this card. More than an ID card, it also offers:

- Discounts to more than 33,000 locations in 103 countries
- Mobile phone and a calling card communications package
- Insurance plan
- Emergency help line

Complete details on the benefits can be found on the ISIC website: http://www.myisic.com/

The ISIC card costs $22.

Checklist: Nuts & Bolts

All students

☐ Register for your program

☐ Apply for your passport or renew your expired passport

☐ Apply for your visa, if required

☐ Make housing arrangements, if necessary

☐ Make arrangements for payment of your program expenses

☐ Make medical and dental appointments

☐ Check with your health insurance provider

☐ Apply for an International Student Identity Card (if not included)

☐ Make travel arrangements, if not included in your program

☐ Prepare a realistic budget

☐ Learn about where you're going

☐ Learn about where you'll be staying

☐ Make copies of all your important documents

☐ Find out how to communicate from abroad

- ☐ Get photos of home and of campus
- ☐ Learn about the educational system in your host country
- ☐ Prepare yourself to be an ambassador

If you'll be gone more than 2-3 weeks

- ☐ Make arrangements to have your mail forwarded

If you'll be gone more than one semester

- ☐ Make plans to pre-register for your semester of return
- ☐ Make graduation arrangements, if necessary
- ☐ Make plans for your return
- ☐ Make on-campus housing arrangements, if applicable

If you will be traveling before or after your program

- ☐ Make travel arrangements