

LEARNING ABROAD CHECKLIST

Please use the Learning Abroad checklist as a general guide; it is **NOT** all-inclusive.

First Steps

- ☐ Attend Learning Abroad 101
- ☐ Identify your goals
- ☐ Determine your academic needs
- ☐ Start the search
- ☐ Begin an application



**PLAN AHEAD
TRACK YOUR PROGRESS
GO ABROAD!**

Application Process

- ☐ Complete the U of U Learning Abroad application at learningabroad.utah.edu
- ☐ Make an initial payment as part of your Learning Abroad application
- ☐ Find out **IF** your program requires an additional application or a meeting with a Learning Abroad Coordinator (for affiliates, ISEP, and exchanges)
*A separate application is **NOT** required for faculty-led programs
- ☐ Check your Umail frequently for application updates
*Umail is the only way Learning Abroad will contact you

Finances

- ☐ Determine your program budget
*Include additional expenses such as airfare, visa, and personal travel
- ☐ Understand the payment process, deadlines, and withdrawal penalties
- ☐ Search for scholarships both on and off campus – **APPLY EARLY!**
- ☐ Meet with a Financial Aid Counselor to discuss your current award amount and what sources are available for Learning Abroad (*if applicable*)
- ☐ Contact your scholarship providers to verify if any existing scholarship funds are available for your specific Learning Abroad program (*if applicable*)



Learning Abroad Program Preparation

- ❑ Complete the U of U Learning Abroad Pre-Departure Orientation on Canvas
- ❑ Participate in any pre-departure requirements for your specific Learning Abroad program (i.e. meetings, forms, and course readings)
- ❑ Finish the Post Acceptance Steps in your Learning Abroad application
- ❑ Register for your program courses
- ❑ Activate your Cultural Insurance Services International (CISI) account after you receive an email with instructions from Learning Abroad
 - *ALL Learning Abroad students will be enrolled in CISI
- ❑ Submit an Advanced Credit Approval for Learning Abroad form
 - *This form is **NOT** required for faculty-led programs
- ❑ Make remaining program payment(s) by the appropriate deadline(s)

International Travel Preparation

- ❑ Apply for a Passport
 - *Start this step as soon as possible; processing can take 4-12 weeks!
 - *Passports must be valid for at least 6 months **AFTER** you return home
- ❑ Schedule a meeting with a travel clinic near you to verify your immunizations are current and to learn about immunizations or medications (*recommended*)
- ❑ Verify that you have enough medication to last for the duration of your program and that your medications are considered legal at your destination(s)
- ❑ Research entry requirements such as a visa (**REQUIRED** for most countries)
- ❑ Purchase airfare **AFTER** you receive official instructions from your program
- ❑ Consider giving Power of Attorney and/or FERPA access to a family member
- ❑ Contact your credit card company and bank **BEFORE** you leave to learn about international transaction fees and notify them you will use your cards abroad
- ❑ Register with the Department of State Safe Traveler Enrollment Program (STEP)
- ❑ Research more about your location(s) by using the Marriott Library's international guides and resources on the Learning Abroad website

On-site Opportunities

- ❑ Incorporate activities that reflect Learning Abroad badges
- ❑ Share your story with our Virtual Community!
 - *Join contests and become a Utah Abroad blogger



Returned Student Opportunities

- ❑ Attend the U of U Learning Abroad Returnee Social
- ❑ Participate in the Global U Expo
- ❑ Check out our website at learningabroad.utah.edu to find ways to engage in global activities and resources on campus
- ❑ Plan your next international experience!