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

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**)

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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!