



Study Abroad Checklist

Pre-Acceptance

- Research and compare available programs:** Seek advice from Study Abroad staff, look through our library materials, ask to speak with program returnees or attend one of our weekly Info Sessions. Ideally, you may want to start this process about a year before you plan to go. Outside programs are also an option but you will need to seek information directly from them including: costs, credits, transcripts, dates, etc.
- Examine your Academic Program and Talk with your Academic Advisor:** Good planning for study abroad will likely prevent any delay in completing your degree requirements. Talk to your advisor about which courses would be best to take for your time abroad.
- Select a Program:** Identify your priorities (courses, locations, cost, housing, etc.) and compare several programs. If these are external programs, contact the program directors for names of former participants and speak to them about their experiences. Meet with the Director of Study Abroad if you are having trouble choosing. Ask for names of UNC Asheville students who have studied on programs you are interested in or have studied in countries you are considering.
- Complete application and pay application processing fee** to Study Abroad by the deadline and stay in contact with Study Abroad if you are notified about missing materials. **Even when using outside study abroad programs, you still must apply through our Study Abroad Office to be sure to get credit for courses taken abroad. We will need a copy of all application materials you submitted to the outside program provider along with your UNC Asheville application and processing fee.**
- Financial Planning:** Most financial aid can be used for study abroad. Keep in mind that financial aid procedures for study abroad may take additional time and planning. How much of your costs will be covered by financial aid depends on the study abroad or away program cost and your eligibility for financial aid. You can fill out a Study Abroad Cost of Attendance Adjustment Request to possibly be eligible for more aid if your semester/year or summer term costs exceed your cost of attending UNC Asheville. It can be found on UNC Asheville's Financial Aid and Scholarships website. For more information go to: <http://www.unca.edu/financialaid/studyabroad.asp>. Also, complete a Refund Check Form and a Limited Power of Attorney form so your refund can be sent to you when you've left for your destination.
- Complete International Scholarship application** (optional) or **Mountains to the World Grant** (optional) by the deadline. See "Costs" Section of Study Abroad website for more scholarship opportunities. **Be aware scholarship deadlines are usually earlier than most Study Abroad program deadlines. Be sure to know the deadlines so you don't miss an opportunity.**
- Complete and submit other forms** (see Post-Acceptance Checklist on backside)

**Study Abroad
UNC Asheville
248 University Hall, CPO 1360
1 University Heights
Asheville, NC 28804
www.unca.edu/studyabroad**



Study Abroad Checklist

Post Acceptance:

- Attend Mandatory Pre-Departure Orientation:** SA will notify you of dates and they are posted on www.unca.edu/studyabroad
- Complete UNCA forms:** If UNCA forms are not completed your participation on a program may be cancelled. **You may also be responsible for additional forms from the program you will be participating on.** Pick them up in person or download from http://unca.edu/studyabroad/Document_Center.htm. Other required forms include:
 - Permission to Study Abroad Form:** You must meet with Advisor, Major Dept. Chair, Minor Chair [if applicable] and Foreign Lang. Dept. [if applicable] to complete this form. Plan accordingly. We use this form to register you for your classes while you are overseas. If you fail to turn it in, you will get no credit for your overseas classes.
 - Release of Liability Form**
 - Health/Emergency Information Form**
 - Blanket Student Accident and Sickness Insurance Form:** The State of North Carolina has arranged affordable health insurance for participants in study abroad programs in UNC-system universities through HTH Worldwide Insurance Services. UNCA requires that all students studying abroad have this insurance, which includes Medical Evacuation and Repatriation of Remains (ME&RR) coverage. However, if a host country or institution requires that you purchase their insurance, our requirement is waived. We also recommend that you keep your stateside insurance in case you need to return to the states earlier than planned.
 - Limited Power of Attorney (optional)**
 - Behavior Contract (Faculty-Led Summer Programs only)**
- Learn the **location of the closest U.S. Embassy in each country you plan to visit. Pre-register with the U.S. Embassy.** To find local embassies or to register on-line go to <https://travelregistration.state.gov/ibrs/iu>
- Mandatory Insurance:** Visit <http://unca.edu/studyabroad/HealthandWellness.htm> for more details
- ISIC Card:** Optional purchase - You can buy your ISIC Card at the Study Abroad Office. To learn more about what discounts and other benefits it provides go to <http://www.myisic.com>. What you need to bring: ISIC form, 1 x 1-1/2 inch picture, and \$22 check or cash.
- Passport:** If you do not already have a passport you should start that process. The passport office is located in the main Post Office, 33 Cox Ave., Asheville, NC 28802, 828-271-6429. You can pick up an application, fill it out and call for an appointment to submit your application. The expected wait time is 8 weeks. To see what documents you will need to obtain or renew your passport, go to <http://travel.state.gov/passport>
- Visas:** Each country has their own requirements regarding visas for study. **It is your responsibility to learn what the requirements are for the country in which you are studying.** Your program or the Study Abroad office can give you some support and information, but it is ultimately your responsibility to take care of this.
- Pre-departure Orientation:** Be sure and attend the UNCA pre-departure orientation. You will be notified when that will occur. This will give you important information about going abroad, leaving UNCA, health and safety, etc... and is required of all students studying abroad. UNC-EP and ISEP Exchange students are required to attend a pre-departure orientation at UNC-G. UNCA will provide transportation to Greensboro for this.