Short-term Study Abroad Application Checklist

Your application to study abroad for a short-term program needs to include the following, unless otherwise noted:

- **Short-term Program Application** (along with application fee of $125, payable by check to UNC Asheville or cash)

- **2 Academic References**

- **Payment Schedule for Faculty-led programs**

- **Short Answer Questions**

- **Participation Agreement**

- **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 the UNC system through HTH Worldwide Insurance Services. UNCA requires that all students studying abroad have this insurance **unless your particular program has its own insurance coverage**.

- **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. This form is due as soon as you know where you’re placed to study abroad. (THIS FORM IS NOT REQUIRED FOR UNCA FACULTY-LED PROGRAMS)

- **Limited Power of Attorney** (required only if receiving financial aid)

- **FERPA/Proxy Access** (required only if receiving financial aid)

- **ISIC Card** (optional): 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, 1.5 x 1.5 inch picture, and $25 check or cash.

- **Financial Aid and Cashier’s Office**: Speak with the financial aid office to discuss the process for applying for financial aid in the summer. Also, be sure to let the cashier’s office know where to send your disbursement once it comes through. Many programs will start before your disbursement is available. If you haven’t done so already, you can fill out a Study Abroad Cost of Attendance Adjustment Request 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: [http://financialaid.unca.edu/](http://financialaid.unca.edu/).

- **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/](https://travelregistration.state.gov/ibrs).

- **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, complete it and call for an appointment to submit your application. The expected wait time is 8 weeks. For information on what documents you will need to obtain or renew your passport, go to [http://travel.state.gov/passport](http://travel.state.gov/passport).

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Please return to the Study Abroad Office with the non-refundable $125 application fee

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