

# Study Abroad Student Checklist

## RCOB Partial Semester Programs

Congratulations on your decision to study abroad! You are about to embark on an incredible journey that will hopefully have a lasting impact on you personally, academically, and professionally. To help you prepare, here is a checklist of items.

- Submit all required documents & paperwork for your respective program:**
  - Dubai ([link to registration page](#))
  - Italy ([link to registration page](#))
  - Munster ([link to registration page](#))
  - London ([link to registration page](#))
- Pay your program fees & tuition by the deadlines.**
- Obtain/renew your passport.**

Students must have a valid passport. To travel, the passport must be valid for six months after your expected return date. If you do not have a passport, or if your passport needs to be renewed...**DO IT NOW!** Passports can take up to two months to process. Visit the U.S. State Department website for application information ([link to passport page](#)).
- Academic advising.**

Discuss with your academic advisor how the courses associated with the study abroad program will fit into your academic program.
- Communicate your course selection to the respective department Administrative Assistant.**
  - Dubai and Munster
  - Italy and London

Be aware that students do NOT register themselves for study abroad courses. The respective department Administrative Assistant will register students based on the students' selections. Students are notified via email when study abroad course registration is complete. Students are responsible for verifying accuracy of their course schedule PRIOR to paying UWG tuition and fees. Students are responsible for notifying the respective department of any course registration errors.
- Submit your passport for visa processing if required (non-US passport holders only, when notified to do so).**

Department faculty will guide you through the visa application process. If you are a non-US passport holder, please inform the department upon registering for the program.
- Pay UWG tuition and fees for the study abroad courses (when tuition is normally due).**

Tuition payments & deadlines are handled through the Bursar office. Students are responsible for reviewing the withdrawal and refund policy.
- Verify that your Financial Aid is in order.**

If you intend to use financial aid to help with your incidental travel expenses, ensure that all your financial aid paperwork is complete to prevent any delays in processing your aid. It is also important to note *when* you will receive your financial aid or refund. It is important that funding arrives before departure.
- If desired, investigate scholarships and fundraising opportunities.**

**Fundraising**  
40 fundraising ideas ([link](#))  
IIE Passport Study Abroad Funding ([link](#))

**Scholarships**  
UWG Office of Education Abroad ([link](#))  
60 scholarships ([link](#))  
Fastweb ([link](#))  
Mach 25 ([link](#))  
Chegg ([link](#))

**Purchase additional insurance for travel cancellation/interruption (optional).**

Students will receive a comprehensive health insurance policy. However, insurance for trip cancellation or interruption is not included in program fees. Students may purchase this type of insurance on their own. There are a number of providers of this type of insurance.

**Research your host destination.**

Now that you know you will be traveling, you should start to learn as much as you can about Italy. Research the culture, social etiquette, food, currency & banking matters, modes of public transportation, etc. The more you know the more confident and prepared you will be!

**Have a great time, but also remember to keep an open-mind!**

In preparing for your study abroad experience, remember to keep an open mind. Everything is new and different; avoid judging your new encounters as good or bad, and remember to stay flexible. The more open you are, the more you will learn. Most importantly, don't forget to HAVE FUN!