

General Checklist All Study Abroad Programs



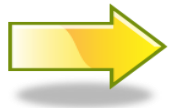
University at Albany Office of Study Abroad & Exchanges

These instructions are for **ALL Participants** on programs administered by the University at Albany's Office of Study Abroad and Exchanges.

Our **fifteen step checklist** will act as a guide as you prepare for your study abroad program.

In addition to this general checklist, you will find a second checklist called the **Program Checklist** with instructions for your own specific program.

Be sure to read & complete paperwork for both checklists!



1. Find your program-specific checklist

- Found it _____ Date
- Read it _____ Date

2. Read your acceptance letter

If your letter says that you have been *accepted*, then your next step is to read this packet and return all the forms as instructed.

If your letter indicates that you are *recommended* for admission, then our overseas partner must review your file and will then inform us of their decision. NOTE: You should proceed on the assumption that you will be admitted and submit your paperwork as instructed. We will not send your file overseas until we have received your response form and deposit.

If your letter indicates that there are missing items in your application, be sure to submit them as soon as possible. If your acceptance is *conditional*, you should proceed on the assumption that you will be admitted. Submit all the forms mentioned in this checklist on time. If the conditions are not met or you are not qualified for the program, we will return your deposit.

- Submitted Required Materials
_____ Date

3. Find the Estimate of Costs

Review the costs to ensure you are financially prepared to participate in this program.

If you plan to use aid to cover some of your study abroad expenses, bring your Estimate of Costs and your acceptance letter to the Office of Financial Aid at your home campus. For general information about financial aid, see www.albany.edu/financialaid/4

- Found Estimate _____ Date Reviewed

6. Apply immediately for a passport

Passports should be valid until at least 6 months past the end date of your planned time overseas. See www.travel.state.gov for full information. Note that you must have your passport before you can obtain any visas. Your program-specific information will explain the visa process if one is required.

- Checked Passport Expiration Date _____ Date
- Applied for/Renewed Passport _____ Date

5. Complete and return the Response Form, Deposit, and Release Form

Response Form: Write your name and the name of your program on your check and on your Response Form. The deposit serves as confirmation of your intent to participate and is not refundable.

Release Form: Read and fill out the Release Form. Return it with your Response Form and deposit.

- Sent Response Form _____ Date
- Sent Deposit _____ Date
- Sent Release Form _____ Date

4. Find the General Information Handbook

Go to: www.albany.edu/studyabroad
Click on the "Current Participants" tab and familiarize yourself with its contents. We expect all participants to read this handbook as part of their preparation for study abroad.

- Found Handbook
_____ Date(s) Reviewed



7. Submit a LEGIBLE photocopy of the information (picture) page of your passport to UAlbany

(no faxes or scans please)

Sent Passport Copy _____ Date

***Other passport-sized photos (head-shots):**

Your specific program may require these photos. Please check your program-specific checklist for details.

Sent Photo(s) _____ Date

8. Make an appointment for a medical check-up

Print the *Student's Report of Health and the Physician's Report* from the "Current Participants" section at:

www.albany.edu/studyabroad

Complete the portions that you can do yourself and then visit a physician to have the rest completed. Check your program-specific checklist for any additional medical requirements. Submit both forms to UAlbany, keeping copies for your records.

For general information about health issues in the area where you will be studying, see www.cdc.gov/travel/travel/index.htm

Printed Health Reports _____ Date

Made Doctor's Apt _____ Date

Submitted Forms _____ Date

10. All SUNY Students must register for study abroad at their HOME SUNY campus

See www.albany.edu/studyabroad under the "Current Participants" tab for all the specifics.

All SUNY (Except SUNY CC) students must submit proof to Albany that they are registered for study abroad at their home SUNY campus. A computer print-out of your registration for the coming term will be sufficient. (Non-SUNY students skip this step.)

All Non-SUNY and SUNY CC students must submit the Application for Admission as a Non-Matriculated Student found at

www.albany.edu/studyabroad under the "Current Participants" tab so that we can register you at UAlbany.

For information about how to register for courses at the overseas host university, see your program-specific checklist.

Registered for Study Abroad _____ Date

Sent Proof of Reg. to UAlbany _____ Date



9. Arrange for insurance

All students must have **health insurance** and **MEDEX Emergency Assistance coverage**. The cost of this insurance is indicated on the Estimate of Costs. *Your MEDEX card is enclosed with your acceptance letter.* Your health insurance card with policy number will be sent to your permanent address after you have been enrolled with HTH, the company that provides this insurance, unless you have been allowed to waive the SUNY health insurance coverage or because your host university has its own mandatory health plan.

More information about the SUNY policy can be found at www.albany.edu/studyabroad under the "Current Participants" tab. Keep in mind that the SUNY policy through HTH is intended to provide medical coverage abroad. Therefore, it may be wise to maintain a domestic policy while you are abroad so you are covered when you return home. If the medical coverage you already have under a separate plan provides coverage overseas, **you may apply for a waiver of the health insurance policy** by completing the application form found at www.albany.edu/studyabroad under the "Current Participants" tab. **Waivers must be received at least one month prior to your program's start date. You cannot waive out of MEDEX—it is mandatory.**

Reviewed Health Insurance Policy _____ Date

Applied for a Waiver (if desired) _____ Date

11. Have the courses you might take overseas pre-approved for inclusion in your degree program at your home campus

If you are not an UAlbany student, check with your Study Abroad Office at your home campus regarding the approval process. Courses can only be approved at your **home campus**. SUNY students participating on any 4-year SUNY campus program will automatically earn general elective credits for courses not assigned specific equivalent. *UAlbany students seeking approval for General Education credits for a course which has not already been approved must go to the Dean's office in LC 30 and complete the proper form.*

For all the specifics about the approval process at UAlbany, visit our web site or check with us in person if you have further questions. UAlbany students should use the UAlbany Preliminary Approval Form found at www.albany.edu/studyabroad under the "Current Participants" tab.

Found and Printed Preliminary Approval Form _____ Date (*UAlbany Students Only!*)

Submitted Form _____ Date

12. Travel Plans

See your program-specific checklist to find the academic calendar for your program and make your travel plans accordingly.

Once your flight plans are made, attach your flight itinerary to the Travel Plans form found at www.albany.edu/studyabroad under the "Current Participants" tab.

Reserved Flight _____ Date

Submitted Flight Form _____ Date

13. Note the date of UAlbany's general orientation meeting: 12/5/09

Maps, meeting times, and locations will be posted closer to the actual date and reminder emails will be sent to all

students. **Reserved Date**

15. Once overseas, submit the Overseas Enrollment Form

Find the form at www.albany.edu/studyabroad under the "Current Participants" tab. Submit it to the UAlbany Study Abroad Office only **AFTER** you have registered for classes overseas.

If taking the equivalent of over 19 SUNY credits abroad, contact UAlbany for further instructions.

All students are advised to keep syllabi and other course information for all courses.

Found, Printed & Packed Enrollment Form

Mailed Form While Overseas to UAlbany



14. Set up your UAlbany email and E-billing accounts (All bills from the University at Albany are electronic.)

After you have returned your response form and deposit, our office will send your UAlbany ID number by email (UAlbany students already have theirs). The **ITS (Information Technology Services) office will send the "PIN"** needed to set up a computer account at UAlbany by mail to the permanent address you entered in the study abroad on-line application. Please tell your parents to look for this letter. After an account is created, you can authorize your parents or anyone else to access your account and make payments using a separate ID and password.

If your PIN gets lost, you must contact ITS directly. Identify yourself with your UAlbany ID number and date of birth. The Office of International Education at UAlbany cannot get your PIN for you.

Charges incurred at UAlbany for study abroad are posted approximately one month prior to the program's starting date. All charges may not appear at the same time, so the account should be checked regularly. Please compare the on-line bills to the Estimate of Costs and let us know if there are discrepancies. You may find some fees for on-campus services such as the "Comprehensive Service Fee" in the first section of the bill which are then subtracted in the next section of the on-line bill. Those charges are added to your bill automatically at the time that you are registered and then subtracted several days later.

Set up E-billing Account _____ Date **Set up Authorized Users to Access my Account _____ Date**