

Dear Parents:

We are happy to inform you that your son or daughter has been recommended for one of the study abroad opportunities administered by the University at Albany, SUNY.

We congratulate you for supporting their interest in study abroad. Students develop a broader, more international perspective while overseas, and the growth they make in independence and awareness will enhance the rest of their lives.

We hope that you will find the answers to many of your questions in this mailing and on the web sites we have listed in this letter. However, if anything is unclear, **you are welcome to contact us now, during the time your son or daughter is abroad, or after.** Study abroad provides an opportunity for accelerated personal development. Therefore, we encourage you to **allow your son or daughter to independently handle as much of this process as possible.**

Enclosed is a **copy of the acceptance letter** sent to students. If the University at Albany has the authority to make a final admission decision, then this letter is your son's or daughter's official acceptance letter. If our overseas partner reserves the right to review our recommended students before admitting them, then this letter shows that UAlbany is prepared to forward their file so that a final acceptance can be obtained. The response form mentioned in their acceptance letter has been enclosed in the student packet, along with the checklists which are designed to guide them through all the pre-departure procedures for their program.

More **details about this program** can be found on our web site under the "programs" tab at <http://www.albany.edu/studyabroad>. Click on the country first, then the program site, and finally the overseas host university.

For many of our programs, students must obtain a **Visa** before traveling. **All students must have a passport** even if a visa is not required.

Obtaining a visa can be a long and complicated process. **If a visa is required for their site, students receive specific instructions in their acceptance packet.** In all cases, students must have their passport in hand before they can get a visa. If your son or daughter does not yet have a **passport**, he/she must apply immediately. Please note that passports should be valid at least 6 months past the end date of the overseas stay, so even students who have passports may need to renew them. **Please discuss the need for a passport and the process for obtaining any required visas with your son or daughter as soon as possible.** Information about passports can be found at <http://travel.state.gov> .

We have also enclosed an *Estimate of Costs*. Please note that some expenses are paid to UAlbany, some to the student's home SUNY campus, and others directly to the provider of those services, such as the overseas host university, a travel company, etc. Students can use this estimate to have their financial aid revised as the total cost of studying abroad may be higher than the cost of staying on campus.

The *non-refundable deposit* that is collected at the time a student responds to our offer is credited to the student's account and will therefore show as a payment towards future invoices. Instructions for making *payment for the remaining study abroad costs* using the University at Albany's web-based billing system can be found online at <http://www.albany.edu/studentaccounts/>.

It is possible to set up a payment plan at that site.

After students have accepted our offer of admission, our office will send all non-Albany students their UAlbany ID number by email and the *ITS (Information Technology Services) office will send the "PIN"* needed to set up a computer account at Albany. This PIN will be mailed to their permanent address. Please watch for this letter! After an account is created, students can give you or someone else permission to access their account by using a separate ID and password.

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.

Note that the Estimate of Costs indicates that *SUNY tuition is paid at the student's home campus*. All students who attend a 4-year SUNY school are registered at their home campus while studying abroad on a UAlbany program. Non-SUNY and SUNY Community College students will be registered by UAlbany's Office of International Education as non-degree students at UAlbany while they are studying abroad and will pay tuition to UAlbany.

All students must apply for financial aid at their home campus.

All students are required by SUNY to have both overseas *Health* and *Emergency Assistance Insurance*. All Estimates of Cost include a charge for MEDEX emergency assistance coverage which is mandatory for all participants. (Students receive a MEDEX card along with their acceptance letter.) There will also be a larger amount listed for mandatory health coverage, unless the student's overseas host university already provides for an equivalent mandatory policy. Details regarding the SUNY policy provided by the HTH Insurance Company can be found at <http://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 even while the student is abroad. If the medical coverage your son or daughter already has provides coverage overseas that is comparable to the SUNY policy, you or they may submit a

request for a waiver out of the SUNY plan. The *waiver* request form and instructions can be found at <http://www.albany.edu/studyabroad> under the “Current Participants” tab.

We invite you to attend our general *Orientation Program* from 1-3 p.m. on Saturday, December 5, 2009. Some programs will have additional site-specific sessions which you are also invited to attend. You will find more details about the orientation session on our web site at <http://www.albany.edu/studyabroad> under the “Current Participants” tab. Meeting times and locations will be posted closer to the actual date, and reminder emails will be sent to all students.

While the process of preparing for studying abroad can be intense, it is well worth the effort. Students will relive the excitement of studying abroad even after their return and will continue to benefit from the growth achieved for the rest of their lives. We thank you for your willingness to support them in whatever way you can.

Sincerely yours,

*The Office of International Education, Study Abroad and Exchanges Staff
University at Albany, SUNY*