

Step 1: Research and Identify Potential Programs

It is never TOO early to plan ahead! Allow yourself at least 12-18 months to comfortably plan for your academic and financial needs.

- Talk to your Academic Advisor.** Find out when is the best time to go abroad – e.g. spring semester of sophomore year? Which classes are better save to take abroad or can only be completed on-campus at UNT?
- Attend a **REQUIRED** Study Abroad 101 session.** Come to a 30-minute general information session to learn how to get started, how to pick a program, funding resources, and more! Visit the website (<http://studyabroad.unt.edu>) for dates and times.
- Meet with a Study Abroad Advisor.** Call 940.565.2207 to schedule an appointment with an Abroad Advisor. Review the programs you found and receive guidance on choosing a program that meets your academic, financial, professional and personal needs.

Step 2: Develop a Funding Plan Early On

- Attend a Funding Workshop.** Learn about your options and gain an understanding of how that impacts payment timelines. Visit the Study Abroad website for dates and times.
- Email Financial Aid & Scholarships (SFAS) Office.** Contact SFAS at specialprograms@unt.edu to determine if your aid package can be used for your selected program, how much you may potentially be eligible for, how it will disburse and when.
- Determine How Much Your Program Costs.** Review your program's webpage to determine the total costs – e.g. What do you pay to UNT vs. to the program/host university directly vs. versus what you personally need to budget for such as meals?
- Meet with the Student Money Management Center.** Call 940.369.7761 to set up an appointment to create a budget and an action plan – how much funding do you have now and how might you obtain the remaining amount needed?

Step 3: Complete UNT Study Abroad Application

Affiliate and Exchange programs have a two-part application process. Complete the UNT application first. Then complete the provider/exchange partner to be officially accepted into the program. UNT and provider/exchange partner deadlines may differ.

UNT APPLICATION DEADLINES

PROGRAM TYPE	FALL	SPRING/WINTERMESTER	SUMMER
UNT Exchanges	March 1	October 1	March 1
Affiliated Programs	March 1	October 1	March 1

- Start UNT Study Abroad Application.** Go to the Study Abroad website to find your chosen program and apply. If your program is not on the website, contact the Study Abroad Office to see if program is approved.
- Meet with Your Study Abroad Advisor 1-on-1.** Discuss your specific program and receive instructions on the Study Abroad Transfer Credit Pre-Approval Form, how to find potential courses/course descriptions/syllabi, provider/exchange partner processes, etc.
- Submit Study Abroad Transfer Credit Pre-Approval Form.** Download from your Study Abroad application. Review potential course options. Print off course descriptions or syllabi to provide to your Academic Advisor(s) along with the pre-populated form. Your Academic Advisor will determine what the UNT equivalent credit for your chosen courses or direct you to the appropriate academic department. Contact your affiliated program provider/exchange institution if additional information beyond what is online is needed.
- Complete UNT Study Abroad Application.** Complete all online information submission forms (online questionnaires), action items (requires Study Abroad staff to check off that has been completed), and electronic signature documents (documents you read online and mark that you read/agree to the terms).
- Pay \$100 Application Charge to Complete Application.** The charge is paid online via your application on the Study Abroad website.

Step 4: Confirm Participation

- Pay \$200 Confirmation Charge to Confirm Participation.** After review of your application, your status will be changed to **Awaiting Confirmation Payment**. The charge is paid online via your application on the Study Abroad website. After payment is processed, your application status will be updated to **UNT Approved**.

UNT DEADLINE TO CONFIRM OF PARTICIPATION

PROGRAM TYPE	FALL	SPRING/WINTERMESTER	SUMMER
UNT Exchanges	March 15	October 15	March 15
Affiliated Programs	March 15	October 15	March 15

Step 5: Apply to Affiliate Program Provider / Exchange Partner

The UNT application does not automatically admit you into the program. Don't forget to complete their application processes too!

- Apply For or Renew Your Passport.** Call the Study Abroad Office to receive assistance on obtaining or renewing a U.S. passport. A copy of your passport with an expiration date (6) months post program may be needed to complete provider / partner application.
- Complete Affiliate Program Provider / Exchange Partner Application.** Drop off provider/exchange partner forms requiring a Study Abroad Advisor signature at the front desk. You will be notified in 3 business days to pick up the signed form for you to send off.

Step 6: Complete Pre-Departure Clearance Items

You must be cleared by the UNT Study Abroad Office to go abroad. The provider/ exchange partner may also have their own list.

UNT STUDY ABROAD OFFICE PRE-DEPARTURE CLEARANCE DEADLINE

PROGRAM TYPE	FALL	SPRING/WINTERMESTER	SUMMER
UNT Exchanges	April 15	November 15	April 15
Affiliated Programs	April 15	November 15	April 15

- Complete UNT Pre-Departure Clearance Items.** Log into application portal on the UNT Study Abroad website to complete all online information submission forms, action items, and electronic signature documents.
- Attend MANDATORY Pre-departure Orientation Conducted by Study Abroad Office.** The Study Abroad Office will host a general pre-departure orientation for all students going abroad. It may be in addition to those conducted by your program.

Fall/Summer: April

Spring/Wintermester: November

Step 7: Wrap Up Loose Ends Before Going Abroad

- Apply for a visa.** Depending on your length of study and your host country, you may need a visa. Follow the instructions from your affiliate program / exchange partner and apply for a visa as soon as you are able to do so as some visas take a long time to receive.
- Verify Financial Aid Package.** Email Financial Aid (specialprograms@unt.edu) to verify aid disbursement date and that you have no outstanding paperwork. If participating on provider program, verify with provider that are aware of your aid disbursement date.
- Book Your Flight.** Book your flight once you receive your recommended arrival/departure dates. Contact the Study Abroad Office to learn more about the STA Travel "Airfare Deposit Program" which allows students with financial aid to delay final payment.

Step 8: While You're Abroad

- Email Study Abroad Advisor.** Let your Advisor know you have arrived safely and if anything comes up. Check in periodically to let your Advisor know how you are doing, to share blogs and photos, and to ask any questions if issues arise.
- Review Transfer Pre-Approval Form.** Download from Study Abroad website to review your approved course list. To obtain approval for new classes, email your Academic Advisor with a copy of course syllabi (in English) to obtain approval for new classes and forward approval to your Study Abroad Advisor.
- Request Extra Transcripts.** Obtain extra copies of your transcript from your program for graduate/professional school applications.

Step 9: Return to UNT

- Apply Credit Towards Degree.** 4 - 12 weeks post program, pick up study abroad transcript evaluation from Study Abroad Office and meet with your Academic Advisor to have credits applied towards degree. **You will receive a Satisfactory Academic Progress (SAP) warning from Financial Aid until your transcript is received and processed. The warning status will go away once your transcript has posted, provided you completed the number of hours you registered for.** Learn more at <http://financialaid.unt.edu/sap>.
- Stay Internationally Engaged.** Check out the Alumni section on the Study Abroad website for information on tips on cultural adjustments, career workshops, ways to share your experiences, and more. Don't forget to share your photos, videos, and blogs!