

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.

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. 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?
- Identify Scholarships.** Apply for all scholarships you are eligible for, but have a plan to cover the costs if you do not receive them. Visit the ‘Fund Study Abroad’ section of the Study Abroad website to review eligibility criteria and deadlines.
- Think outside the box.** Tap into your networks (family, businesses in your community, etc) for financial support, e.g. how many people would it take to reach your goal if everyone chipped in \$25? Be entrepreneurial to create ways to raise the funds you need.

Step 3: Complete UNT Study Abroad Application

APPLICATION DEADLINES

FALL	SPRING/WINTERMESTER	SUMMER
March 1	October 1	February 1

- Contact Faculty Leader.** Learn from faculty about the structure of the program, the courses being offered, and the in-country experience to determine if the program is a good academic, professional, and personal fit. Obtain his/her approval for you to apply.
- 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 being offered.
- Meet with Faculty-Led Coordinator, if Needed.** Call 940.565.2207 to schedule an appointment to learn about the application process, payment timelines, withdrawal policy, and funding opportunities.
- 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 \$500 Faculty-Led Deposit 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 **FL (Faculty-Led) Participant**. This means you are officially a participant on the program and are financially committed to the program.

DEADLINE TO CONFIRM OF PARTICIPATION

FALL	SPRING/WINTERMESTER	SUMMER
March 15	October 15	February 15

Step 5: Complete Pre-Departure Clearance Items

You must be cleared by the UNT Study Abroad Office to go abroad.

PRE-DEPARTURE CLEARANCE DEADLINE

<u>FALL</u>	<u>SPRING/WINTERMESTER</u>	<u>SUMMER</u>
April 15	November 15	April 15
April 15	November 15	April 15

- Complete 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. Submit any other requested information.
- 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 book program arrangements.
- Visit Your Doctor.** Make an appointment with your doctor(s) to have the **UNT Health Clearance Form** completed and upload a copy to your application. Do not wait until the last minute as there are only two doctors in the UNT Health & Wellness Center.
- 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 6: 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. Research whether you need a visa and apply for it as soon as you are able to do so as some visas take a long time to receive.
- Book Your Flight.** Book your flight once you receive instructions on how to do so. If no group flight option arranged, contact Study Abroad Office the STA Travel "Airfare Deposit Program" which allows students with financial aid to delay final payment.
- Confirm Course Registration.** Verify that you are enrolled in the correct courses. Let your Coordinator know if any changes are needed.
- Verify Financial Aid Package.** Email Financial Aid (specialprograms@unt.edu) to verify aid disbursement date and that you have no outstanding paperwork that might delay dispersal.
- Pay UNT Tuition and Study Abroad Program Fee.** Make sure you are aware of payment due dates and make appropriate arrangements to pay fees on time. No student is to go abroad with an unpaid balance.

Step 7: While You're Abroad

- Email Faculty-Led Coordinator.** Let the Coordinator know you have arrived safely and if anything comes up. Check in periodically to let the Coordinator know how you are doing, to share blogs and photos, and to ask any questions if issues arise.
- Make the Most of the Experience.** Push yourself beyond your comfort zone and being attached to friends and family back home. Communicate with them, but don't forget to explore locally, make friends outside of the program, establish professional connections, and try new things. Time will go by fast so enjoy it while you can!

Step8: Return to UNT

- Provide feedback.** Complete evaluations to help improve program and to help better prepare future students.
- 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.