Student Checklist: ISEP

Pre-departure details
Submit to International Programs by the end of the pre-departure workshop:

_____ Pre-Departure Workshop Evaluation

Projects to start immediately after workshop:

_____ Apply for passport at your local post office (1100 W. Kent Ave. in Missoula)

_____ Attend Cultural Adaptation Workshops with Dr. Udo Fluck on Thursday October 18 3:30-5:00 pm and Wednesday October 24 3:30-5:00 pm. Both workshops are held in Social Sciences 356.

_____ Complete PETSA online tutorial www.umt.edu/PETSA by November 5.

_____ Complete your insurance selection to either elect or waive UM Blue Cross Blue Shield student insurance as soon as your pre-registration time opens on CyberBear starting October 23 for Spring 2013. Note that you have to follow the alphabetical and class standing schedule. You have to complete your insurance selection by November 5.

_____ Apply for Financial Aid, if applicable (Apply for Financial Aid just like you always do; there are no changes just because you are studying abroad!)

_____ Research visa requirements; apply for your visa as soon as your passport and host institution acceptance letter arrive, see your Country Handbook at http://www.isep.org/students/Placed/country_handbooks.asp for more information

_____ Purchase plane ticket (Consider consulting student travel agencies, such as studentuniverse.com, statravel.com, counciltravel.com)

_____ Purchase International Student Identity Card (ISIC), if interested, at Foreign Student Scholar Services, Lommasson Center 219

_____ Complete "Family Information Sheet" and make copies to leave with family/friends

_____ Complete your Study Plan Approval form (if you have not already done so!) with your academic advisor, utilizing the Study Site Request form from your ISEP application that you already completed for your host institution and the ISEP web site (www.ISEP.org)

Submit to International Programs before your departure:

_____ Signed Placement Acceptance Form one week before due date along with ISEP Participation Agreement. Enroll in the ISEP Health Insurance program online (http://www.isep.org/students/Placed/health_insurance7.asp ) using a Visa or MasterCard prior to returning your completed Placement Acceptance Form. Print out your insurance card after paying the premium online, and give a copy to IP. If you are on financial aid, notify IP about your anticipated financial aid for Spring 2013 on your UM ISEP Participation Agreement and submit a copy of your award letter.

_____ Information on Independent Study Credits, if you plan to earn Independent Study Credits while abroad, by Friday, December 7

_____ Study Plan Approval Form by Friday, December 7

Other details before your departure:

_____ Update your mailing address on CyberBear (if you would like your UM mail to go to a different address than your current address)
Submit request for UM Registrar to mail a UM transcript to your home address after Spring 2013 grades are recorded. We recommended that you take this transcript abroad with you in case your host university requires proof of your Spring 2013 UM classes.

Notify your host institution of your arrival plans (in most cases, your host institution will send you a form that you must complete and return to them so they can meet you at the airport/train station upon your arrival and/or reserve temporary housing).

Enroll in the Smart Traveler Enrollment Program (STEP) at https://travelregistration.state.gov/ibrs/ui/

Fill in the blanks of the Emergency Contact Card, take it with you abroad, and carry it with you at all times.

Pay your bill:

ISEP Reciprocal: Spring 2013 bills will be posted on November 26. You need pay and finalize your Spring bill on CyberBear by January 16, 2013.

ISEP-Direct: Spring 2013 bills will be posted on November 26. You need pay and finalize your bill on CyberBear by January 4, 2013.

Note: If you are on financial aid, you will need to submit the amount not covered by your financial aid by the deadline. If you will be abroad when the spring bill is due, be sure that someone at your billing address can take care of the bill for you!

► When you have completed all of the above, you are ready for your departure!

Post-Departure details

Submit to International Programs after your arrival in your host country:

Update your while abroad contact information in your online study abroad account.

Complete your Arrival Notification and Acknowledgement that you have arrived safely and that you have updated your while abroad contact information (signature document in your online study abroad account).

Part 1 of Host Institution Enrollment Form, upon enrolling in classes at your host university

Midterm Report upon completion of the first semester, if abroad for more than one semester (go to http://www.umt.edu/ip/studyabroad/returned.html and submit your Midterm report online)

Complete before leaving your host institution:

Part 2 of Host Institution Enrollment Form, upon completing classes at your host university

Check in with us via e-mail twice during the semester (goabroad@mso.umt.edu)

Keep copies of your course descriptions, syllabi, homework, papers, and any other records which may aid in the evaluation of your credits upon return to UM. Don’t throw away ANY of the coursework you complete abroad.

Order additional transcripts to be delivered to your home address, upon completion of exchange

Submit to International Programs upon your return to UM:

Program Final Evaluation (go to http://www.umt.edu/ip/studyabroad/returned.html and submit your evaluation online)

Returned Student Contact Information Sheet (go to http://www.umt.edu/ip/studyabroad/returned.html to download the form and submit it electronically to linda.ellersick@mso.umt.edu)