Student Checklist: Partner Universities

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 two mandatory Cultural Adaptation Workshops. Choose one date for Workshop I: Wednesday, April 24, 2013 OR Thursday, April 25, 2013 AND choose one date for Workshop II: Monday, April 29, 2013 OR Tuesday, April 30, 2013. All workshops will be held 3:40 pm-5:00 pm in in the North Underground Lecture Hall.

_____ Complete PETSA online tutorial (if you have not already done it) www.umt.edu/PETSA by April 15

_____ 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 April 8 for Fall 2013. You have to complete your insurance selection by April 26. Full year students need to do this again when pre-registration opens for Spring 2014 in October.

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

_____ Research visa requirements; apply for visa as soon as your passport and host institution acceptance letter arrive (See "Applying for Your Student Visa" handout).

_____ 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

Submit to the Office of International Programs before your departure:

_____ Insurance Coverage Form (submit by Friday, May 17, 2013).

_____ Information on Independent Study Credits, if you plan to earn Independent Study Credits while abroad (submit by Friday, April 26, 2013)

_____ Study Plan Approval Form-if not complete at time of your application.

Other details before your departure

_____ Update your contact information (e-mail, mailing address) in your online study abroad account any time your address changes prior to your departure. We may have time sensitive materials to send to you.

_____ Change 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 recommend 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/ibs/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 tuition and fees:
_____ Students paying UM tuition: Summer tuition bills will be posted on Cyberbear by April 22, 2013. You need to pay and finalize your summer bill by May 17. Fall tuition bills will be posted on Cyberbear on July 29. You need pay and finalize your Fall bill by August 16, 2013. Spring tuition bills will be posted on Cyberbear on November 18. You need pay and finalize your Spring bill by January 17, 2014. Even if your financial aid covers the entire cost of your bill, you must "finalize" by the due date on Cyberbear. If you will be abroad at this time, be sure that someone can take care of this for you. (Attention: Study Abroad students: Your tuition bill will be posted on Cyberbear even though you owe no UM tuition.)

_____ Partner University Study Abroad students (students paying tuition to the host university): You will pay for your tuition when you accept your offer of placement/register for classes.

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

Post-Departure details

Submit to the Office of 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 Partner University Exchange Enrollment Verification 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/whileabroad/while_abroad_partner_univ.php and select “What do I need to be aware of while I’m abroad? to submit your midterm report online).

_____ You will be responsible for reporting side trips in your online study abroad account.

Complete before leaving your host institution:
_____ Check in with us by 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 a transcript to be delivered to OIP and/or your home address, upon completion of studying abroad.

_____ Part 2 of Partner University Enrollment Verification Form upon completion of studying abroad.

Submit to the Office of International Programs upon your return to UM:
_____ Program Final Evaluation (go to http://www.umt.edu/ip/studyabroad/back_at Um/default.php and submit your evaluation online).

_____ Returned Student Contact Information Sheet (go to http://www.umt.edu/ip/studyabroad/back_at Um/default.php to download the form and submit it electronically to studyabroad@umontana.edu).