

## Student Checklist: ISEP

### Pre-departure details

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

- \_\_\_\_\_ Summer/Winter Vacation Address
- \_\_\_\_\_ Assumption of Risk and Responsibility, Covenant not to Sue, and Waiver of Claim and Release Responsibilities of Study Abroad Participant
- \_\_\_\_\_ Financial Aid Release-if you *plan to apply for or receive Financial Aid*
- \_\_\_\_\_ International Programs Release and Agreement-if you *have not yet turned it in to IP*
- \_\_\_\_\_ Health Information- *if you have not yet turned it in to IP*
- \_\_\_\_\_ Pre-Departure Workshop Evaluation
- \_\_\_\_\_ *(the above seven forms are in your folder, stapled together)*

#### Projects to start immediately after workshop:

- \_\_\_\_\_ Apply for passport at your local post office (1100 W. Kent Ave in Missoula)
- \_\_\_\_\_ Attend Cultural Adaptation Workshops (check time, date and location during Workshop).
- \_\_\_\_\_ Complete insurance selection to either elect or waive UM Blue Cross Blue Shield student insurance as soon as your pre-registration time opens on CyberBear. (check deadlines!)
- \_\_\_\_\_ 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 [www.isep.org/handbooks/index.html](http://www.isep.org/handbooks/index.html) for more information*
- \_\_\_\_\_ Purchase plane ticket (*Consider consulting student travel agencies, such as [studentuniverse.com](http://studentuniverse.com), [statravel.com](http://statravel.com), [counciltravel.com](http://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, the ISEP web site ([www.ISEP.org](http://www.ISEP.org)), and the course catalogs available in the IP library.

#### Submit to International Programs before your departure:

- \_\_\_\_\_ *Signed* Placement Acceptance Form **one week before** due date (and \$500/\$215 **money order** if ISEP -Direct) along with ISEP Participation Agreement. Enroll in the ISEP Health Insurance program online ([http://www.isep.org/students/Placed/health\\_insurance7.asp](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 semesters abroad 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 deadline***
- \_\_\_\_\_ Study Plan Approval Form by ***deadline***

## Other details before your departure:

- \_\_\_\_\_ Submit Financial Aid Delivery Authorization to UM Business Services, if *you will receive a Financial Aid refund*.
- \_\_\_\_\_ 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 current semester grades are recorded. *We recommended that you take this transcript abroad with you in case your host university requires proof of your current semester's 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)

## Pay your bill:

### ***Reciprocal ISEP Students:***

UM tuition bills will be posted on CyberBear. You need pay and finalize your Fall bill on CyberBear by the deadlines. Even if your financial aid covers the entire cost of your bill, you must "finalize" by the due date on CyberBear. If you will already be abroad at this time, be sure that someone can take care of this for you.

### ***ISEP-Direct Students:***

- \_\_\_\_\_ UM bills will be posted on CyberBear. You need to pay your bill on CyberBear by the deadline. 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 bill is due, be sure that someone at your billing address can take care of the bill for you!  
(**Attention:** Your tuition bill will also be posted on CyberBear even though you owe no tuition to UM. Still, you **MUST** finalize on CyberBear by the deadline) even though you owe no tuition.)

► **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:**

- \_\_\_\_\_ Overseas address notification postcard (or email us your address at [goabroad@mso.umt.edu](mailto:goabroad@mso.umt.edu))
- \_\_\_\_\_ E-mail us to say you've arrived safely ([goabroad@mso.umt.edu](mailto:goabroad@mso.umt.edu))
- \_\_\_\_\_ 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*

### **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](mailto: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 IP and/or your home address, *upon completion of exchange*

### **Submit to International Programs upon your return to UM:**

- \_\_\_\_\_ Program Final Evaluation
- \_\_\_\_\_ New address, phone, contact information so we can find you when your transcript arrives from ISEP!