

Student Checklist: Partner University Exchange

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
- _____ Health Information
- _____ Pre-Departure Workshop Evaluation
- _____ *(the above seven forms can be found in your Workshop 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 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. (check deadlines!)
- _____ 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 International Programs before your departure:

- _____ Insurance Coverage Form (check deadline)
- _____ Information on Independent Study Credits, if you plan to earn Independent Study Credits while abroad (check deadline)
- _____ Study Plan Approval Form-if *not complete at time of your application*

Other details before your departure:

- _____ Submit Financial Aid Delivery Authorization to UM Business Services, if you *plan to apply for Financial Aid*
- _____ 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 completing your current semester and grades are recorded. *We recommend 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 tuition and fees:

_____Students paying UM tuition: UM tuition bills will be posted on CyberBear. You need pay and finalize your 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. (Attention: Study Abroad students to Cork/Griffith/Massey/PUC-Chile/Waikato: Your tuition bill will be posted on CyberBear even though you owe no UM tuition. Still, you **MUST** finalize on CyberBear by the deadline even though you owe no tuition.)

_____Study Abroad students (students paying tuition to the host university):

Cork/PUC-Chile: You will pay for your tuition following registration in host country

Griffith/Massey/Waikato: You will submit a payment for tuition to your host institution after receiving your acceptance letter from them. You can fax your credit card information to them from IP to pay your 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)

_____E-mail us to say you've arrived safely and (goabroad@mso.umt.edu)

_____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*

Complete before leaving your host institution:

_____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 a transcript to be delivered to IP and/or your home address, *upon completion of exchange*

_____Partner University Exchange Exit Form, *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 overseas!