



Education Abroad Planning Guide

Congratulations on making the decision to enrich your education with an education abroad experience! Consult this planning guide to ensure that your education abroad experience is on track.

APPLYING TO YOUR PROGRAM

- Research your opportunities at ut.studioabroad.com
- Start a "UT Application" from the brochure page of your selected program
- Once approved by UT, complete the program provider application (UT requires 2.5 GPA & Good Conduct Standing)
- Request your official transcript from the Registrar's Office (via SpartanWeb) and submit all necessary forms, including personal statements and faculty recommendation forms to the provider
- Submit forms requiring a signature (e.g. student disciplinary forms, advisor approval forms or credit transfer forms) to your Education Abroad Advisor

SCHOLARSHIPS AND FUNDING

- Consult your UT Financial Aid Counselor to determine if your financial aid will apply towards study abroad
- Scholarships offered through UT can be found in the *Financial Aid & Scholarships* section of ut.studioabroad.com
- Check your provider's website for additional scholarship opportunities

COURSE APPROVAL PROCESS

- Consult the course catalog on your program provider's website and select the courses you wish to take abroad
- Fill out a *Course Approval Form* for **each** course you wish to take abroad (Course Approval Form located on the UT Portal)
- Submit each *Course Approval Form* to the appropriate Department Chair for approval

TRANSIENT FORM

- Once your *Course Approval Forms* are signed and approved, make an appointment with your Education Abroad Advisor to initiate and discuss your *UT Transient Form*
- Obtain required transient form signatures, including Yours, Your Faculty Advisor, Registrar, Academic Advising (Seniors only), & Financial Aid

VISA PROCESS

- Research visa requirements for your program – find out if you apply online or in person at the consulate
- Keep in mind that many visas take 6-8 weeks to process, so plan ahead! Your provider will give guidance for this process

UT INSURANCE AND TRAVEL FEES

- Submit your UT Insurance & Travel Fee to the Bursar's Office with your deposit slip (cash, check, Visa or MasterCard)

PRE-DEPARTURE SESSION

- Watch the Pre-Departure Video (emailed to you by your Education Abroad Advisor)

CHECKLIST BEFORE GOING ABROAD

- Upload a copy of your passport photo page (a high-quality color scan is preferable, in case of lost passport)
- Notify your cell phone provider that you are going abroad; research international phone & calling plan options
- Call bank, credit card company and loan company to inform them you are going abroad
- Make two photocopies of all important documents – leave one set at home and bring one with you
- Consult your doctor/physician to discuss required/recommended vaccines, immunizations & medications