



Study Abroad Planning Guide

Congratulations on making the decision to enrich your studies with an education abroad experience! Consult this planning guide to ensure that you are on track with your application to go abroad.

There are two phases to the UT application- a Pre-Decision phase and Post-Decision phase. While you are in the pre-decision phase your application will remain in *pending* status. Once you have completed all Pre-Decision requirements, your Education Abroad Advisor (EA Advisor) will move your application into an *Pre-Application Submitted* status and then you will commence the Post-Decision phase, which will lead you to an *Accepted status*.

PRE-DECISION Deadlines: **April 1st** (Summer/Fall) & **October 15th** (Winter/Spring)

UT APPLICATION

- ☐ UT requires a 2.5+ GPA & good conduct standing in order to participate in an education abroad experience.
- ☐ Research your opportunities by entering MyUTampa and selecting the TDS for Study Abroad button. This will take you to ut.studioabroad.com
- ☐ Once you select a program, start a "UT Application" from the brochure page of your selected program. (If you change programs/providers, please inform your EA Advisor to update your application).

PROVIDER PROGRAM APPLICATION

- ☐ Begin your application on the program provider's website. It is only necessary to apply to one program with one provider as you should be accepted if you meet their requirements along with UT's noted above.
- ☐ Request your official transcript from the Registrar's Office (via SpartanWeb).
- ☐ All forms requiring signatures from UT personnel (i.e. faculty recommendations, EA Advisor approval forms and student disciplinary clearance) must be submitted to the appropriate individual as needed.

VISA PROCESS

- ☐ Research visa requirements for your program – find out if you apply online or in person at the consulate. This may require additional travel during your application process.
- ☐ Keep in mind that visas take 6-8 weeks to process, so plan ahead! Your provider will give guidance for this process.
- ☐ If needed, consulate letters can be requested from the Education Abroad Office.

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 as well as other resources on the internet.

COURSE APPROVAL PROCESS

- ☐ Meet with your academic advisor to review your degree requirements and determine 3-4 appropriate course options for studies abroad.
- ☐ Consult the course catalog on your program provider's website and select 5-7 courses you intend to take abroad to ensure there are alternative options.
- ☐ Be sure to check with your provider or educational institution on the credit conversion system and how course credits will be transferred back to UT. For more assistance, contact your EA Advisor.
- ☐ Fill out a *Course Approval Form* (located on the UT Portal) for **each** course you intend to take abroad.
- ☐ Submit each *Course Approval Form* to the appropriate Department Chair or Center for Teaching and Learning (CTL) for approval.
- ☐ Once your *Course Approval Forms* are signed and approved, upload them to the UT Portal.