



# Study Abroad Planning Guide

Your Pre-Decision application has been accepted. Listed below are the components needed to complete the *Post-Decision* phase of your application for education abroad.

**Please note:** If you decide to withdraw your application during this phase, you must notify your EA Advisor in a timely manner.

**POST-DECISION: Deadlines: April 15<sup>th</sup> (Summer/Fall) & November 1<sup>st</sup> (Winter/Spring)**

## TRANSIENT FORMS

- ☐ Upload the course approval forms to the portal, your EA advisor will prepare the UT transient form.
- ☐ Receive a notification that your transient form is ready for pick-up.
- ☐ Obtain additional signatures on this form ( i.e. your Faculty Advisor, Registrar, Academic Advising(Seniors only) & Financial Aid ) and take it to the Registrar's Office.
- ☐ Upload your completed Transient Form to the UT Portal.

## UT INSURANCE AND TRAVEL FEES

- ☐ Submit your UT Insurance & Travel Fee to the Bursar's Office, and upload receipt to *the UT Portal* (cash, check, Visa or MasterCard).
- ☐ Insurance coverage is only valid during your dates of travel. If you require domestic coverage pre/post travel, you may purchase an interim plan through UT's United Healthcare Plan. To do so, you must call this number directly: 727-563-3463.

## PRE-DEPARTURE SESSION

- ☐ Attend the Pre-Departure Session. Specific information and dates will be provided after acceptance to the program.

## 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.