

Education Abroad Checklist



Use this checklist in conjunction with your Education Abroad (EA) application on our website, studyabroad.ua.edu, to navigate your way through the application process! If you have any questions, feel free to reach out to your Education Abroad Advisor.

Where do I start?

My Due Date

ONE YEAR TO SIX MONTHS PRIOR TO DEPARTURE

Attend Study Abroad 101

The EA office holds Study Abroad 101 sessions daily at a set time during the fall and spring semesters. If you cannot make it in person, watch the [Study Abroad 101](#) video on the EA homepage.

Meet with your Academic Advisor

During this meeting you can map out the classes you need from now until graduation and confirm what classes must be taken on campus at UA.

Researching

Research programs on the EA website using the "Program Search" tool. Be sure to use the term, country, and city filters to help narrow down your options. The public course equivalency database on the EA homepage may help you find programs that suit your academic needs.

Meet with your EA Advisor

Your EA Advisor can help you identify a program that aligns with your interests and goals.

Affiliate Programs:

AIFS	ASA	CIEE	IFSA	SEMESTER AT SEA
API	CAPA	CIMBA	ISA	USAC
ARCADIA	CEA	CIS ABROAD	SAI	

Exchange Partners:

AUSTRIA

Klagenfurt University

AUSTRALIA

Queensland University of Technology

BELGIUM

University of Liege

DENMARK

Aarhus School of Business

ENGLAND

University of Birmingham

University of Hull

University of Leicester

FRANCE

Kedge Business School in Bordeaux

University of Tours

University of Poitiers

GERMANY

Augsburg University of Applied Sciences

Esslingen University of Applied Sciences

Freie University

Mannheim University

Offenburg University

Karlsruhe University of Applied Sciences

ITALY

University Cattolica del Sacro Cuore in Milan

Politecnico di Torino

University degli Studi di G. d'Annunzio Chieti

JAPAN

Chiba University

Hiroshima University

Kansai Gaidai University

Meiji University

Ritsumeikan University

NETHERLANDS

Hanze University of Applied Sciences

SCOTLAND

University of Glasgow

SOUTH KOREA

Ajou University

Pusan National University

Yonsei University

TAIWAN

Feng Chia University

WALES

Aberystwyth University

Notes from EA Advising:

My Due Date _____

Begin & Submit an Application on the EA Website

Find the program you want to attend using the “Program Search” tool; select it; and click the “Apply Now” button. Once you press the submit button the EA office will begin reviewing your application. You will receive an e-mail notification when the status of your application changes. Applications are non-committal until you click the “Commit” button.

Please read all Pre-Decision questionnaires and signature documents carefully before digitally signing!

After becoming UA Endorsed...

SIX TO THREE MONTHS PRIOR TO DEPARTURE

Passport, Flights, & Visas

If you do not already have a passport, APPLY NOW! If you already have a passport, be sure to check the expiration date. In some cases, passports need to remain valid for an additional 3- 6 months AFTER you return from your host country. Begin investigating your options for flights and visa requirements (if necessary) at least 4-5 months BEFORE your departure. *Check out our Visa Research Session (more info on the last page).*

Course Equivalency Process

If you are participating in a *UA Faculty-Led* program, you will be taking one or more UA courses, so this process does not apply to you. For all other program types, see the “Study Abroad Credit Approval” item in your EA application. Start this process early, it can take up to 6 weeks for new courses to be evaluated. *Check out our Course Equivalency Workshop (more info on the last page).*

Submit a Second Application (if necessary)

Students participating in a *UA Faculty-Led* program only need to submit one application on the EA website. Students participating in *any other program* must submit a second application with the program provider or host institution. If you are unsure, reach out to your EA advisor.

Commit to your Program

After your coursework is in order, and you are sure you are going on the selected program, press the COMMIT button in your EA application. You must commit to your program in order to be enrolled in international insurance and receive important course registration information.

Course Registration

UA Faculty-led: Participants will receive instructions via email detailing how to register themselves in the designated UA course.

All other Programs: Participants must submit the “*Registration for UA Study Abroad Course*” questionnaire in the EA application in order to receive course registration instructions. You will receive a CRN to register for the correct CIP placeholder course at UA. Work with your program provider/host institution to complete registration for the courses you plan to take abroad.

Health Consultation

Schedule an appointment with your physician or the [UA Student Health Center Travel Clinic](https://umc.ua.edu/travel-health-services/) at least 8 weeks prior to departure to receive any recommended/required immunizations and medications for the country(ies) in which you will be traveling. <https://umc.ua.edu/travel-health-services/>

THREE MONTHS – ONE WEEK PRIOR TO DEPARTURE **Visas & Flights (if necessary)**

For the most up to date information on visas, visit the embassy or consular website for your host country. The EA office holds a Visa Research Session for those with more questions. Purchase your flight after you have gotten approval to do so by the UA Faculty Director or the provider/host institution.

 Scholarships/Financial Aid (if necessary)

Be sure to submit all required paperwork to the corresponding office in order to secure funds for study abroad. Multiple steps might be necessary. *Check out our Money Matter Workshop (more info on last page).*

 Register with the U.S. Embassy (S.T.E.P.)

We recommend you register with the U.S. Embassy in the country(ies) in which you are studying. *UA Faculty-led* program participants will be automatically enrolled in the S.T.E.P. program. Participants in *any other program* must register themselves. For more information visit travelregistration.state.gov.

 Attend Mandatory Pre-Departure Orientation

You **MUST** attend a Pre-Departure Orientation hosted by the EA office prior to departure. Other Pre-Departure meetings might be required in addition to the EA office orientation.

 Submit Final Materials

Be sure to upload the following items to your EA application:

- Medical Report
 - Travel Information
 - Passport and Personal Information
 - Official Acceptance Document (if necessary)
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While Abroad...

ARRIVAL – THROUGHOUT TIME ABROAD **Contact Information while Overseas**

You must complete this form, found in your EA application, within **2 weeks** of arriving in country.

 Current Enrollment Verification Form (if necessary)

If you are using financial aid or UA scholarships to pay for your program, you must complete and upload this form to your EA application within **2 weeks** of your classes beginning. This document provides proof of your enrollment, which is necessary for visa/immigration regulation and the use of financial aid/scholarships for overseas study.

 Registration for Upcoming Semester

You are responsible for registering yourself for courses you want to take when you return to UA. In order to have your pin cleared and receive advice on what courses to take, please contact your Academic Advisor via e-mail. You can register for courses online as normal through MyBama during your assigned registration time. *Remember, time differences and DUO!*

Stay Connected & Check your Crimson E-Mail

Be sure to check your Crimson E-mail for important information from your college and the EA office.

When you Return...

WITHIN TWO WEEKS FROM RETURN

 Transcript

If you are receiving transfer credit, the Office of the University Registrar requires original, official, sealed transcripts from the host institution in order to post all grades and coursework. In order to receive credit, UA students must request official transcripts be sent to the address below. It is your responsibility to initiate the process of having the official transcript sent to UA. The EA office will notify you once your transcript has been received and upload it to your application. *Note: This could take up to 90 business days.*

**Education Abroad
The University of Alabama
Attn: International Transcript Processing
Box 870254
Tuscaloosa, AL 35487-0254 USA**

For Electronic Copies: studyabroad@ua.edu

Note: An English translation must accompany a transcript if it is in a foreign language. It is your responsibility to secure the translation prior to departing the host institution.

 Evaluation Form

In order to better serve our students, the EA office wants to know how your application process, time abroad, and return experiences went. Please fill out the evaluation form sent to your Crimson Email.

Events & Workshops here



Advising sign-up here



We love having students come into our office (144 BB Comer) to talk about your study abroad plans. You are ready for an appointment if you've been to Study Abroad 101 and have done some research. Advisors see students based on colleges, so make sure to set up an appointment with your correct advisor.

- Lacy Sellars – College of Arts and Sciences – lsellars@ua.edu
- Aurian Eghbalian – Culverhouse College of Business – areghbalian@ua.edu
- Sarah Kidwell – Colleges of Communications and Information Sciences, Education, Human Environmental Sciences, Nursing, Social Work, and Engineering – sekidwell@ua.edu

Coming into the 30 minute advising session with an idea of your future study abroad experience will help make these planning sessions with an advisor the most productive. They are not mandatory, but we are here to help! bit.ly/eaadvising

Fill out this *form* before attending an advising appointment at bit.ly/eachecklist