

UNIVERSITY OF ILLINOIS AT CHICAGO

STUDY ABROAD OFFICE

502 UH

<http://studyabroad.uic.edu>

312.413.7662



STUDY ABROAD CHECKLIST

ACADEMIC PLANNING

- Attend First Step Advising Appointment**
- Choose study abroad program
- Complete Study Abroad Office Application
- Obtain and complete program-specific application
- Complete Course Worksheet
- Have official UIC transcript and any other transcripts required by your program sent to the Study Abroad Office
- Schedule Advising Appointment with an academic advisor
- Obtain passport (www.state.gov/travel for US application information)
- Attend an advising appointment with a study abroad advisor**
- ❖ Bring completed Study Abroad Office Application and application for your specific program
- ❖ Bring in \$85 administrative fee
- ❖ Bring completed Course Worksheet
- ❖ Begin financial planning (see below)
- Submit any outstanding application material by October 24th
(check your program specific deadline, it may be earlier!!!)
- Submit completed Course Approval Form (due November 1st)
- Submit any changes to health insurance coverage dates (due October 24th)
- Attend pre-departure orientation (mid November)
- Submit all course additions or changes within 10 class days of the start of your term abroad. Any classes not approved by this time will NOT be processed at UIC.

FINANCIAL PLANNING

- Complete FAFSA if applying for financial aid
- If necessary, make an appointment with Nicole Lee (nicolel@uic.edu) in Office of Student Financial Aid (OSFA) after your budget is created during a meeting with a Study Abroad Advisor.
- Apply for scholarships (consult SAO Resource Center and website)
- Contact OSFA to make sure all requested documents have been received
- Remember that all program fees are paid directly to program provider