

Use this planner to help you collect and organize the information you need to apply for a semester or year-long study abroad program. Please follow the steps in the order below. We recommend that you start this process at least six months to one year in advance. Visit the SAGE website to help you get started at: <http://valenciacollege.edu/international/studyabroad/>

x	TASK	STEP 1: SELECT AND APPLY TO A PROGRAM
	<b>Explore Your Options</b>	Research various program providers. You can find a list on the SAGE website under Semester Study Abroad
	<b>Check DOS Travel Warning</b>	Check to see if the country is on the Department of State's Warning List. You may not be eligible for scholarship money if it is: <a href="http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html">http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html</a>
	<b>Select a Program Provider</b>	<p><b>You must select a program that is administered by a U.S. accredited institution.</b> If it is not administered by a U.S. accredited institution, contact the provider to see if they have a <b>School of Record</b> with an American university that can issue the transcript. Review the program's application requirements and any prerequisites. Check out the prices, what is/is not included, accommodations, coursework, if academic credit is awarded or not, etc. You will need to obtain the following information from the HOST institution (the one issuing your transcript):</p> <ul style="list-style-type: none"> <li>• <u>school accreditation information</u></li> <li>• <u>documentation confirming the transcript will be from a U.S. institution</u></li> <li>• <u>course descriptions with learning outcomes</u></li> <li>• <u>program cost sheet from the host institution with all expenses listed</u></li> </ul>
	<b>Build Your Study Abroad Budget</b>	Complete the <u>Budget Worksheet for Study Abroad</u> . Remember that financial aid can be used if you are eligible.
	<b>Prepare for Financial Aid</b>	If you will be using financial aid, fill out the <u>Consortium Agreement Form for Study Abroad</u> . You must be receiving general education credits or elective credits in order for financial aid to be used. You will need a copy of this form for final program sign off in the host country.
	<b>Meet with a Study Abroad Academic Advisor</b>	<p>Bring all of the items underlined above so your advisor can verify that you have all the appropriate paperwork, and ensure that the courses you want to take fit into your education plan. Be sure to verify how your courses will affect your financial aid status and have your advisor sign the <u>Consortium Agreement Form for Study Abroad</u>.</p> <p><b>OSCEOLA:</b> Wayne Bart ext. 4353  <b>EAST:</b> Jocelyn Morales ext. 2580    <b>WINTER PARK:</b> Tanya Alas, ext. 6891  <b>WEST:</b> Fontella Jones, ext. 1216    <b>LAKE NONA:</b> Melinda Smith ext. 7780</p>
	<b>Get Courses Reviewed and Approved</b>	<p>If the transcript is coming from a ...</p> <ul style="list-style-type: none"> <li>• Florida public institution, complete the <a href="http://floridashines.org">floridashines.org</a> online form.</li> <li>• U.S. institution other than Florida fill out the <u>Transient form</u>.</li> </ul> <p>If the course has not be cataloged in Banner, fill out the <u>Course Substitution Form</u>. Send this form to the Campus Dean of Academic Affairs or designee who will work with the corresponding deans for approval (approval must be two out of three academic deans for each program area).</p>

	<b>Register and Receive Program Acceptance</b>	You must apply directly to your program provider. Send a copy of your <u>program acceptance letter</u> to the SAGE office.
	<b>Submit Information to the SAGE Office</b>	Submit all of the underlined items above that you completed above to the SAGE office. SAGE will obtain the signature from the host institution and submit your paperwork to the offices of Financial Aid and Admissions.
<b>x</b>	<b>TASK</b>	<b>STEP 2: PREPARE FOR YOUR OVERSEAS EXPERIENCE</b>
	<b>Non U.S. Passport Holders: Check Visa Requirements</b>	International students on an F or J visa must check with an International Coordinator to ensure that there are no travel restrictions on your visa to your intended destination. If you are a permanent resident or on political asylum and hold a passport from another country, you will need to research the visa requirements to travel (visit <a href="http://www.visahq.com">www.visahq.com</a> and check with the embassy).
	<b>Apply for Your Passport and Visa (as applicable)</b>	Plan ahead and do not use a private expedited service. They do not always deliver what they promise! Make sure that your passport is valid for at least 6 months after your program ends. <a href="http://www.usps.com/passport/">http://www.usps.com/passport/</a> . There is also a passport office at UCF, which does not require an appointment. They take photos there as well.
	<b>Apply for Your Visa (if applicable)</b>	Verify with your program provider if they will assist you with your visa. If not, you can check this website for information: <a href="http://www.visahq.com">www.visahq.com</a> . Be sure to check the consulate of the country where you will be traveling to find out their visa requirements.
	<b>Apply for a SAGE Scholarship</b>	The SAGE Office has awards up to \$3500 depending upon the cost of your program and your application criteria. Complete the <u>SAGE Scholarship Instructions &amp; Application Form</u> .
	<b>Research Other Scholarships</b>	You should consider both the Boren and Gilman Awards. Pay special attention to eligibility requirements and deadline dates. <a href="http://valenciacollege.edu/international/studyabroad/students/semester/scholarships.cfm">http://valenciacollege.edu/international/studyabroad/students/semester/scholarships.cfm</a>
	<b>Pay Your Program Provider</b>	Your program provider will keep you updated on the payment requirements. If you are receiving a SAGE scholarship, we will pay this money directly to your program provider, so it is important for you to complete your scholarship application sooner rather than later.
	<b>Make Housing &amp; Transportation Arrangements</b>	If these are not an included program cost, or you are participating in a Student Exchange Program through Valencia, you will need to make these arrangements. Contact the SAGE office if you need assistance.
	<b>Attend All Program Pre-Departure Orientations</b>	Be sure that you attend all orientation sessions facilitated by your program provider. Here are some other resources you might find useful: <a href="http://valenciacollege.edu/international/studyabroad/students/travelsafety.cfm">http://valenciacollege.edu/international/studyabroad/students/travelsafety.cfm</a>
	<b>Get a Health Check Up and Get Your Immunizations</b>	Be sure that you are up to date on required vaccines, and talk to your doctor about any recommended vaccines for your destination. Find out how many weeks or months in advance you will need your shots so you can plan accordingly. <a href="http://wwwnc.cdc.gov/travel/destinations/list">http://wwwnc.cdc.gov/travel/destinations/list</a>
	<b>Purchase Medical/ Trip Insurance</b>	Verify with the program provider that they have an insurance plan for you and send a copy of the policy to SAGE for review. If not, you will need to purchase a plan with CMI Insurance Worldwide: <a href="https://cmi-insurance.com/">https://cmi-insurance.com/</a> Contact SAGE to coordinate the purchase of insurance through CMI.

	<b>Purchase an International Student ID Card</b>	This is optional. Check out the website to see if it is something you will be able to take advantage of when you travel: <a href="https://www.isic.org/">https://www.isic.org/</a>
	<b>Pack for Your Trip</b>	Use the SAGE <u>Recommended Packing List</u> and the <u>Property Document Form</u> so you don't forget anything.
	<b>Prepare Your Finances</b>	Contact your bank to let them know you will be using your debit/credit cards overseas. Some countries no longer use the magnetic strip cards, so a debit card is recommended to withdraw cash.
	<b>Contact Your Cell Phone Provider</b>	If you plan on taking your cell phone overseas, be sure that you understand the charges involved. Otherwise, you can rent a phone or purchase a prepaid SIM card.
	<b>Join SAGE the Facebook Group</b>	In the event of an emergency, Facebook may be the only way to reach you. Please join the Valencia College Study Abroad Facebook group.
	<b>Fill out the online SAGE Emergency Contact Form</b>	<b>REQUIRED BEFORE YOU GO!</b> Fill out the online <u>Trip Registration Form</u> . You can access this form by going to the Semester Programs - How to Apply page and clicking the Register Your Trip button.
<b>x</b>	<b>TASK</b>	<b>STEP 3: ENJOY AND SHARE YOUR EXPERIENCE</b>
	<b>Enjoy Your Trip!</b>	Interact with the places and people you visit. Behave safely and mindfully of your peers and hosts. Learn a lot, reflect, and document your experience.
	<b>Obtain Last Day Attendance Sign Off</b>	<b>IMPORTANT!</b> Have your host institution sign section 5 of the <u>Consortium Agreement Form for Study Abroad</u> . Email, fax, or bring in this form to the SAGE Office when you return. If you do not do this, Financial Aid will not disperse your aid for the next semester.
	<b>Attend a Re-Entry Meeting</b>	Most providers usually schedule a re-entry meeting when you return. This is very important as it allows you to reflect on your entire experience.
	<b>Complete the SAGE Online Program Evaluation Survey</b>	SAGE will send you an online <u>Program Evaluation</u> to complete when you return. This is mandatory for all students receiving scholarships. If you do not complete this survey, your scholarship may be revoked.
	<b>Submit Final Grades to Valencia</b>	It is your responsibility to ensure that the College receives an <u>Official Transcript</u> from the host institution. The mailing address is:  <b>Valencia College, Admissions &amp; Records</b> <b>P.O. Box 3028</b> <b>Orlando, FL 32808-3028</b>
	<b>Share Your Experience</b>	We would love for you to share your experience with us by producing a short video and/or uploading your photos to the SAGE Flickr account or Facebook group. We also always welcome assistance in promoting SAGE at tabling events or hosting a classroom presentation. Your story has the power to inspire other students to go on their own study abroad journeys.