



Education Abroad
1118 H.J. Patterson Hall
301.314.7746
educationabroad@umd.edu
www.umd.edu/studyabroad

Study Abroad To-Do List Maryland-in-Rome To-do List Spring

It is your responsibility to complete these tasks by the stated due dates and failure to do so may affect your ability to participate in the program, register for classes or access housing and other services at UMD upon your return.

NOTE: A \$100 late fee will be charged to your Testudo account if you have not submitted one or more of the materials marked as "Yes" in the "Late Fee Applies" column as of 11:59 pm on December 1st.

DUE DATE	ITEM	\$100 LATE FEE APPLIES?
THIS WEEK!	<input type="checkbox"/> Click "Commit" in MyEA if you wish to accept the offer of admission to this program.	No
	<input type="checkbox"/> Check the validity of your passport - your passport must be valid for at least 6 months after your planned return to the US. <u>If you do not have a passport, or you need to renew it, apply IMMEDIATELY! It can take up to 6 weeks to process.</u> For details, view the US Department of State website (non-US citizens: consult the embassy of your home country).	No
	<input type="checkbox"/> Review all program information: → academic calendar → course offerings → cost breakdown, including the financial policies	No
	<input type="checkbox"/> Review the student visa and immunization requirements for Italy.	No
	<input type="checkbox"/> Review CISI insurance information in MyEA	Yes
OCTOBER 18	<input type="checkbox"/> Pay the \$1,200 EA fee, charged to your student account upon commitment to the program. This charge is due by the 20th day of the proceeding month. Please see the Office of Financial Services and Cashiering billing schedule for further details. Review EA's financial policies for more information about payments.	No
	<input type="checkbox"/> Submit Student Contract for Study Abroad in MyEA	Yes
	<input type="checkbox"/> Submit Health Disclosure and Accommodations Request form in MyEA	Yes



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OCTOBER 18 contd.	<input type="checkbox"/> Watch videos and complete assessments on Health & Safety, Know Before You Go, and What's Up with Culture in MyEA	No
WEEK OF OCTOBER 19	<input type="checkbox"/> Submit Passport Information form in MyEA	Yes
	<input type="checkbox"/> Review course offerings. You will sign up for a Course Pre-Approval Meeting via an online sign-up	No
	<input type="checkbox"/> Schedule course pre-approval appointments with your academic advisors for a date <u>AFTER</u> you meet with your EA advisor: <ol style="list-style-type: none"> 1. minor (if applicable), 2. major/s 3. college/s Contact relevant academic advising office(s) to set up appointments. Plan to meet with them <u>after</u> you start your Study Abroad Course Pre-Approval (SACA) form with your EA advisor and <u>before</u> November 15.	No
OCTOBER 21	<input type="checkbox"/> AUR online course registration begins. Instructions can be found in your MyEA application. Complete as soon as possible.	No
OCTOBER 22	<input type="checkbox"/> Attend "How to Survive Study Abroad: Communicating Across Cultures" (optional) - Join this interactive event to connect with other study abroad students and learn skills that will help you adapt and interact while abroad. Sign up required: ter.ps/survivesa	No
OCTOBER 23	<input type="checkbox"/> Prepare documentation for student visa application. Instructions are in MyEA	No
	<input type="checkbox"/> Attend required pre-departure orientation session for Maryland-in-Rome. This meeting will address academic and other expectations for study at AUR. You will meet EA staff, program alumni and others going to Rome this term	No
LATE OCTOBER	<input type="checkbox"/> Pick up Visa letters from Education Abroad in 1118 H.J. Patterson Hall. You will be emailed when these are ready.	No
	<input type="checkbox"/> Attend mandatory group course pre-approval meetings; locations and times TBD.	No
NOVEMBER 5	<input type="checkbox"/> Turn in AUR Housing Forms. Print these forms out from MyEA and turn them in to Education Abroad in 1118 H.J. Patterson Hall	No
DECEMBER 1	<input type="checkbox"/> Submit all fee eligible materials to avoid \$100 late fee	Yes



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DECEMBER 1 contd.	<input type="checkbox"/> Return completed Study Abroad Course Approval (SACA) Form , signed by major and college advisors, to Education Abroad in 1118 H.J. Patterson Hall	Yes
	<input type="checkbox"/> Return completed Arrival Confirmation Form . Form will be found in MyEA	No
	<input type="checkbox"/> Submit Flight Information Form in MyEA	No
	<input type="checkbox"/> Drop any on-campus classes in Testudo for the term in which you will be studying abroad	No
	<input type="checkbox"/> Be sure your UMD financial and judicial records are cleared with Resident Life	No
	<input type="checkbox"/> Request release from on-campus housing agreement without fees (Commons and Courtyards have different policies and deadlines).	No
	<input type="checkbox"/> Request cancellation of campus dining plan in writing	No
WEEK OF JANUARY 11	<input type="checkbox"/> Complete Permit of Stay Paperwork . You will receive an email with instructions from your EA advisor	No
BEFORE DEPARTURE	<input type="checkbox"/> Enroll online in Smart Traveler Enrollment Program (STEP) .	No
	<input type="checkbox"/> Verify that the university has accurate contact information on file for you in Testudo (email address, emergency contact, phone number).	No
	<input type="checkbox"/> Update your UMD directory password in Testudo (so it doesn't expire when you are trying to register for classes next semester)!	No
JANUARY 20	<input type="checkbox"/> Pay UMD study abroad bill for remainder of study abroad program fee in full on Testudo . Failure to pay bill by this deadline means you will be blocked from study abroad registration.	No