

# Education Abroad CHECKLIST: APPLYING

## University of the Pacific, International Programs & Services (IPS)

All forms and documents are available online at [go.pacific.edu/educationabroad](http://go.pacific.edu/educationabroad).

**\*Read through the entire checklist so that you do not miss your deadline!\***

### 1-1.5 YEARS PRIOR TO DEPARTURE

#### Choosing a Program

- Attend an Education Abroad (EA) Information Session. Info session dates can be found on the EA web site. Your professor may request an in-class info session by emailing the EA Advisor ([kfabiny@pacific.edu](mailto:kfabiny@pacific.edu))
- Submit an Interest Profile form **\*ALL FORMS MUST BE COMPLETED AND SUBMITTED TO IPS\***
- Submit Eligibility & Policies Acknowledgement form
- Research Pacific-approved programs on the EA web site and in the binders of the EA Library, located in the Bechtel International Center. The EA web site is the most up-to-date resource for a list of approved programs. The EA Library has feedback from students who participated in these programs.
- Meet with the EA Advisor to discuss program options and have initial questions answered. You should have an idea of what you want to get out of your time abroad prior to this meeting.
- Optional:* Add us on Facebook (Pacific Education Abroad) to meet Pacific students who have already studied, volunteered, and/or interned abroad
- Optional:* Use Four/Five Year Plan to see how semester(s) abroad can fit into your academic plan

#### Financial Aid & Scholarships

- Begin researching non-Pacific related financial aid and scholarship options on the EA web site and by checking with your program provider. Several providers, such as USAC (ask EA Advisor), ISEP, CIEE and IES, offer additional financial aid and scholarships to eligible students participating in one of their programs
- View a Sample EA Estimated Budget online and visit the Costs/Fees page online to understand what types of costs are involved. You will see how they are comparable to a semester or year at Pacific

### 6-8 MONTHS PRIOR TO DEPARTURE

#### Program Approval

- Email the EA Advisor ([kfabiny@pacific.edu](mailto:kfabiny@pacific.edu)) to obtain approval of your program choice(s). Your email should include your first and last name, final program choice(s), and semester(s) abroad. Spaces are limited, so decide early. (You may skip this step if the EA Advisor already approved your program choice during your initial meeting)

#### **Preliminary Form (must be completed and submitted prior to receiving program application)**

- Complete Course Approval Request form, initialed and signed by your:
  - Faculty Advisor(s) for major/minor requirements (if applicable)
  - GE Coordinator for general education classes and elective credits (if applicable)
  - Yourself
- Meet with EA Advisor to:
  - Submit Course Approval Request form (see Course Approval Request form Instructions for submission options)
  - Receive the hard copy application(s) for your program(s) and the application checklist
  - Receive your "golden ticket" to be placed in Cross-cultural Training I (required class)

#### Financial Aid & Scholarships:

- Check with Financial Aid for questions regarding continuation of your Financial Aid package
- Apply for EA financial aid & scholarships by the granting organization's deadline

## 5-7 MONTHS PRIOR TO DEPARTURE

### Program Application

**\*All applications must be submitted in hard copy to IPS. Do NOT complete any online applications without first consulting the EA Advisor.**

**\*Applications must be complete. Incomplete applications can cause you to miss the deadline and keep you from studying abroad. It is a good idea to meet with the EA Advisor 3-4 weeks before your deadline to make sure your application is complete. See the “Deadlines & Late Fees” section online to view information on late fees charged for incomplete applications.**

- Use the application checklist and instructions to complete all program application materials and submit to IPS by **5:00pm** on the day of the appropriate **DEADLINE**

**\*IMPORTANT\* Deadlines vary by program. It is your responsibility to determine the deadline appropriate for the program(s) to which you apply.**

- **MAIN DEADLINE** (for ALL programs that do not meet one of the EXCEPTIONS below):
  - **March 1st** (Fall or Full Academic year abroad)
  - **October 1st** (Spring or Full Calendar year abroad)
- **EXCEPTIONS to Main Deadline:**
  - Programs with a deadline prior to, or on the same day as, the Main Deadline:
    - **Application due 10 business days prior to the program’s deadline** (For ex.: If your program’s application deadline for Fall is March 1<sup>st</sup>, your application is due to IPS by 5pm 10 business days prior to March 1<sup>st</sup>)
  - **ISEP** programs (most ISEP programs):
    - **Application due January 15th** (Fall or Full Academic year abroad)
    - **Application due August 15th** (Spring or Full Calendar year abroad)
  - **ISEP** programs with a deadline prior to, or on the same day as, the deadline for most ISEP programs:
    - **Application due 10 business days prior to the program’s deadline** (For ex.: If your program’s application deadline for Fall is January 1<sup>st</sup>, your application is due to IPS by 5pm 10 business days prior to January 1<sup>st</sup>)

### Supplemental Application Forms

- Complete Conditions for Enrollment form
- Complete Emergency Contacts Sheet
- Optional:* Complete Authorization form

## 3-5 MONTHS PRIOR TO DEPARTURE

### Final Submission of Remaining Paperwork (must meet appropriate deadline listed above)

- Meet with EA Advisor to:
  - Submit completed application (including ALL supplementary materials)
  - Submit Conditions for Enrollment form
  - Submit Emergency Contacts Sheet
  - *Optional:* Submit Authorization form
  - Receive and review estimated budget for your program. You will need your budget in the Cross-Cultural Training I course (INTL 151)
  - Receive Next Steps checklist

### INTL 151 Cross-Cultural Training I course (CCTI)

- Pass CCTI with a “C” or above. See “golden ticket” for additional details and requirements regarding this course