



## Timeline & Planning Guide



### **Getting Started (6-10 Months Out)**

Explore options: (approximately 6-10 months before program begins)

- Think about goals and benefits of studying abroad (academic, career, & personal)
- Research available locations
- Set up meetings with academic advisor and study abroad advisor to get more information
- Begin the process of applying for or renewing your passport/visa if necessary (see U.S. Department of State website: <http://travel.state.gov/content/passports/en/passports.html>)
- Choosing a program & applying:
- Review application procedures, ensure eligibility for the program
- Meet with academic advisor to discuss plans for studying abroad; go over course options
- Start a financial plan: research scholarships, request monetary gifts for birthdays/holidays, meet with a financial aid advisor
- Visit [www.maryville.edu/study-abroad](http://www.maryville.edu/study-abroad), complete the application form and submit to confirm your participation

### **Preparing for Your Study Abroad Experience (2-6 Months Out)**

After admission: (approximately 2-6 months before your program begins)

- Apply for or renew your passport/visa if you have not done so already
  - This can take several weeks; ideal to have passport 1-2 months before departure
  - Verify your passport is valid 6 months after the end of your program
  - Non-US citizens, visit the Office for Study Abroad for possible visa requirements
- Set reminders for payment deadlines and finalize your budget for the trip
- Attend program specific meetings
- Research flight options and pricing (this is individual student responsibility, you may wish to get together with other students on your trip and book together as a group)
- Register for classes
- Complete all university and site-specific study abroad paperwork and application requirements and upload on Canvas

### **Research and Preparation (1-3 Months Out)**

Approximately 1-3 months before your program begins

- Continue research on your study abroad location, country and specific city in which you will live

- Download/purchase guide books and pocket dictionaries if desired
- Research climate of your program site and begin a packing list with culturally appropriate clothing and any household items you can't live without
- Purchase your airline ticket if you have not done so already
- Visit your physician, optometrist, and dentist to discuss any medical issues, obtain required immunizations, and fill any required prescription medications, if needed
- Make sure your credit and/or debit card can be used overseas and inform banks and credit card companies of your travel plans
  - Tip: look into banks that have partner bank locations in your program location; these may offer lower (or no) fees when withdrawing money while abroad
- Attend pre-departure meetings related to your trip
  - Including course specific meetings before departure, begin any pre-departure course preparation
- Pay all tuition and fees or enroll in a payment plan prior to departure

### **Final Arrangements: (Week of Departure)**

- Withdraw cash in the currency of your program location for immediate use upon your arrival
  - Tip: typically the equivalent of about 200 U.S. dollars allows you to pay for taxi cabs from airport, grab a bite to eat, and get settled without having to search for an ATM right away
- Copy all important documents and credit cards to take with you, leave one copy at home
  - Including passport, airline tickets, itinerary, address of your housing abroad, and a contact list for professors or leaders of your trip
  - Share this information with your emergency contact person, parent or guardian
- Re-confirm airline and arrival transportation arrangements

### **Maximizing Your Experience Abroad**

While abroad:

- Keep a journal/blog to document and share experiences
- Take pictures and label them as you go
- Stay on top of assignments while abroad; while it seems unpleasant to complete homework there, you will appreciate it upon your return home

After returning home:

- Complete and submit all coursework and projects prior to deadline
- Complete appropriate program evaluations
- Request transcripts for your home university
- Consider becoming a peer advisor/resource for prospective students
- Add your study abroad experience to your resume