

# Study Away Student Checklist

## BEFORE YOU LEAVE CAMPUS IN MAY:

- Complete the required Financial Aid documents
  - FAFSA
  - CSS Profile
  - IDOC Packet
- Get accepted/approved for your program
  - Pay the deposit to secure your spot (make an appointment with us if you need help)
- Complete and submit your Study Away Budget Proposal to Financial Aid
  - Submit all supporting documentation with your Proposal- this includes a copy of the actual program costs
- Submit a copy of your acceptance letter and program contact to Financial Aid
- Passports
  - Apply early, average passport processing time is 6-8 weeks
  - Renew your current passport if it will expire during or shortly after the end of your program
- Visas
  - Research deadlines, timeframes, and requirements
  - Visas may require a letter from our office, request this early
  - Visas may also require an in person visit with the Consulate
- Set up direct deposit with the Office of Student Accounts (**NOT** the same as your paycheck direct deposit)
- Apply for any scholarships available through the program, renew outside scholarships
- Immunizations/Vaccines
  - Research what you need, when and where they are available
  - Some vaccines have multiple shots with time delays in between, plan accordingly!

## DURING THE SUMMER BEFORE YOU LEAVE THE COUNTRY:

- Submit your Study Away program bill to the Office of Student Accounts
  - Program bill due early? Let us know in advance and provide any forms from the program to document the aid Williams will send. Don't wait until the bill is due! We will send the aid documentation to your program
- Review your financial aid award and compare it to your Study Away bill and budget to calculate how the costs will be covered by your aid and family contribution
- Request any additional loan you may need from Financial Aid using the Financial Aid Update and Loan Request Form
- Complete all loan requirements (entrance counseling/MPN)
- If applicable, pay the remaining balance to your study away program