Study Abroad Timeline and Checklist
Underlined = Meeting, Italic = Form, Bold = Due Date

**February**
- **You’re Accepted!**
  - **START HERE**
  - **APPLY**
    - Apply for or renew your passport NOW!
    - If you already have a passport make sure it is good for six months after your program finishes.
- **TURN IN**
  - Turn in the Accept/Decline Form to the Office of International Education by February 27, 2015.
- **PAY**
  - Pay Study Abroad Deposit: $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015.
- **Pick up Acceptance Packet at OIE between Feb 25 and Feb 27, 2015**
- **Re-read your Program Page on the OIE website, note the Pre Departure Resources section.**

**March**
- **TURN IN**
  - Complete all Pre Departure Forms in your Acceptance Packet by March 17, 2015:
    - Health Assessment
    - Health Insurance
    - Authorization and Release/Standards of Conduct
    - Emergency Contact Info
    - Availability Form
  - Review the Syllabus for IDS 102X (.25)
  - Maximizing the Study Abroad Experience in the Study Abroad Handbook.
- **TURN IN**
  - Complete additional application materials for host institution as directed by the OIE.
- **PAY**
  - Pay Study Abroad Deposit: $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015.
- **Find the IDS 102X course on WISE (see WISE instructions on the syllabus.)**
- **ATTEND**
  - General Pre Departure Meeting **CHOOSE ONE**
    - March 16, 2015, 4:15 to 5:45, Ford 122
    - OR
    - March 17, 2015, 11:15 to 12:45, Ford 122
- **ATTEND**
  - Language Immersion Tactics Session – see the WISE site for date, time and location information.
- **ATTEND**
  - What’s the Difference?: Intercultural Preparation Seminar – see the WISE site for date, time and location information.

**April**
- **Read Part 1 of your Study Abroad Handbook.**
- **APPLY**
  - Research visa requirements for your host site.
  - Although the OIE will provide some guidance, it is your responsibility to research and obtain a visa. See Study Abroad Handbook worksheet.
- **Make sure you have signed the signature line in your passport.**
- **Make THREE photocopies of the front page (the page with your picture) of your passport.**
  - Bring ONE copy to the site specific pre-departure meeting to turn in, leave ONE copy in the U.S. with someone for safekeeping, carry ONE copy with you abroad- separately from your passport.
- **ATTEND**
  - Site Specific Pre Departure Meeting - see the WISE site for date, time and location information.

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**Questions? Contact the Office of International Education at oieadvising@willamette.edu**
### Study Abroad Timeline and Checklist

**Underlined = Meeting, Italic = Form, Bold = Due Date**

#### February and March
- **You're Accepted!**
  - **START HERE**
  - **APPLY/RENEW**
    - Apply for or renew your passport NOW!
    - If you already have a passport make sure it is good for six months after your program finishes.

- **ATTEND**
  - **General Pre-Departure Meeting**
    - September 14, 2015, 4:15 to 5:45 pm
    - Montag Den

- **TURN IN**
  - **Acceptance Packets**
    - At the beginning of the fall semester 2015 the OIE will give you a packet of pre-departure materials. The packet will provide more information about the pre-departure process.

- **PAY**
  - **Pay Study Abroad Deposit:** $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015

- **TURN IN**
  - **Turn in the Accept/Decline Form** to the Office of International Education by February 27, 2015

- **TURN IN**
  - **Complete all Pre-Departure Forms** in your Acceptance Packet by Sept 14, 2015:
    - Health Assessment
    - Health Insurance
    - Authorization and Release/Standards of Conduct
    - Emergency Contact Info and photo
    - Availability Form

- **PAY**
  - **Pay Study Abroad Deposit:** $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015

- **TURN IN**
  - **Turn in the Accept/Decline Form** to the Office of International Education by February 27, 2015

- **PAY**
  - **Pay Study Abroad Deposit:** $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015

- **TURN IN**
  - **Turn in the Accept/Decline Form** to the Office of International Education by February 27, 2015

#### September
- **ATTEND**
  - **Language Immersion Tactics Session** – see the WISE site for date, time and location information.

- **ATTEND**
  - **Site Specific Pre-Departure Meeting** – see the WISE site for date, time and location information.

- **ATTEND**
  - **What’s the Difference? Intercultural Preparation Seminar** – see the WISE site for date, time and location information.

- **ATTEND**
  - **What’s the Difference? Intercultural Preparation Seminar** – see the WISE site for date, time and location information.

- **ATTEND**
  - **General Pre-Departure Meeting**
    - September 14, 2015, 4:15 to 5:45 pm
    - Montag Den

#### October
- **ATTEND**
  - **What’s the Difference? Intercultural Preparation Seminar** – see the WISE site for date, time and location information.

- **ATTEND**
  - **Site Specific Pre-Departure Meeting** – see the WISE site for date, time and location information.

- **PAY**
  - **Pay Study Abroad Deposit:** $300 to the Cashier’s Office (1st floor Waller) by February 27, 2015

#### November and December
- **COMPLETE**
  - Complete all additional paperwork for your host institution by the required deadlines. May include:
    - Housing application
    - Meal plan sign up
    - Arrival pick up form
    - Course preferences
    - Housing deposit payments/fees

- **PAY**
  - **Pay close attention to any communication you receive from other Willamette departments during this time (i.e. Residential Services, Mail Center, Student Accounts, etc.). You may need to take specific action because you will not be on campus next semester.**

- **TURN IN**
  - **Complete additional application materials for host institution as directed by the OIE.**

- **TURN IN**
  - **Complete the Credit Conversion/Equivalency Form before you leave Willamette**

- **ATTEND**
  - **Site Specific Pre-Departure meeting** to turn in, leave ONE copy in the U.S. with family member, carry ONE copy with you abroad-separately from your passport.

- **TURN IN**
  - **Complete the Credit Conversion/Equivalency Form before you leave Willamette.** You will receive this form at your Site Specific Pre-Departure Meeting.

### Questions?
Contact the Office of International Education at oieadvising@willamette.edu
Study Abroad Timeline and Checklist

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<thead>
<tr>
<th>Immediately Following Final Exams</th>
<th>Before Departing U.S.</th>
<th>While Abroad</th>
<th>Upon Return</th>
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</thead>
<tbody>
<tr>
<td>Final Exams End</td>
<td>TURN IN Complete the Preparing to Study Abroad assignment by the due date noted in your IDS 102X syllabus.</td>
<td>Read and carefully consider all materials issued or recommended by the program that relate to the safety, health, legal, environmental, political, cultural and religious conditions at the host country.</td>
<td>TURN IN Complete the Returning from Abroad Assignment by the due date found on your syllabus. Find and submit assignments in WISE.</td>
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<tr>
<td>Read all Study Abroad Tips sent via WISE Announcements throughout the next few weeks</td>
<td>TURN IN Send the Office of International Education at WU a copy of your flight itinerary. Email &lt;oieadvising&gt;</td>
<td>Provide parents and/or anyone else who needs to know with emergency contact information.</td>
<td>TURN IN Complete the Study Abroad Evaluation by the due date found on your syllabus. Find assignments in WISE.</td>
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<td>Make two copies of all relevant information, especially immigration documents. Leave one set of copies in the U.S. and take one set with you.</td>
<td>TURN IN Complete the While Abroad Assignment and the Iceberg 101 Review Assignment by the due date found on your syllabus. Find and submit assignments in WISE.</td>
<td>TURN IN Participate in one Reentry Activity by the due date found on your syllabus. Find assignments in WISE.</td>
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<td>Fill out the “Important Contact Numbers” section in your Study Abroad Handbook.</td>
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<td>Check in with all airlines and the Transportation Security Administration (TSA) about baggage and other travel restrictions</td>
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<tr>
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<td>Take a deep breath and GO!</td>
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TURN IN

Final Exams End

TURN IN Complete the Preparing to Study Abroad assignment by the due date noted in your IDS 102X syllabus.

TURN IN Send the Office of International Education at WU a copy of your flight itinerary. Email <oieadvising>

Read all Study Abroad Tips sent via WISE Announcements throughout the next few weeks

Read and carefully consider all materials issued or recommended by the program that relate to the safety, health, legal, environmental, political, cultural and religious conditions at the host country.

Provide parents and/or anyone else who needs to know with emergency contact information.

Make two copies of all relevant information, especially immigration documents. Leave one set of copies in the U.S. and take one set with you.

Fill out the “Important Contact Numbers” section in your Study Abroad Handbook.

Check in with all airlines and the Transportation Security Administration (TSA) about baggage and other travel restrictions.

Take a deep breath and GO!

Questions? Contact the Office of International Education at oieadvising@willamette.edu

Willamette Sponsored Study Abroad Programs, Office of International Education, Willamette University, oieadvising@willamette.edu