Study Abroad Planning Checklist
The complete checklist for helping you plan your semester abroad!

☐ 1. Attend a Study Abroad 101 info session. Sessions are held weekly throughout the semester.

☐ 2. Do research – consider geographic & linguistic interests, course offerings, and cost of intended program.

☐ 3. Schedule an Individual Advising Appointment with the Study Abroad Office to discuss program options and the application process. Complete the online “Preliminary Information Form” found on the Study Abroad Website, prior to meeting with your Study Abroad Advisor.

☐ 4. Meet with your Academic Advisor – discuss study abroad program plans, timing, degree requirements and course options while you are abroad in order to stay on track. Does your department recommend a certain semester over another to study abroad? Is there a required sequence of courses you must follow in order to stay on track here? Confirm the 4-5 course requirements that you want to/should take abroad; will they be major courses, AUCs, electives, an internship?

☐ 5. Meet with your Financial Aid Advisor to discuss funding your abroad experience. Become familiar with what kind of financial aid package you receive (i.e. scholarships? loans? grants?) Note: If you receive a Federal Pell Grant, you may have additional funding opportunities available to you.

☐ 6. Follow-up with the Study Abroad Advisor in a second meeting. You will further discuss your goals, program choice and application procedures. After this, students are encouraged to contact the office as often as needed if they have further questions or concerns.

☐ 7. Learn more! Students are encouraged to attend our Lunch with Alumni to meet fellow UHart students who have returned from studying abroad. Hear from alumni about their overseas experiences and get your questions answered. Come to the Study Abroad Fair to meet with your Program Provider.

☐ 8. Once you have decided upon a program, you must apply for approval to study abroad through the UHart Study Abroad Office by submitting the following materials before the deadline. These forms are found online on the Study Abroad Website under Forms.

☐ Study Abroad Online Application Form ☐ Eligibility Verification Form

UHart Study Abroad Application Deadlines: October 15 for Spring Semester programs
                        March 15 for Fall Semester programs

☐ 9. After you received your official email acceptance from the Study Abroad Office, you can now begin your Program Provider’s application (essays, transcript, letters of recommendation, etc. as specified by your program). There is likely an application fee involved. The Study Abroad Office will need to complete your provider’s University Contact/Home School Approval form – please email the form to meamurphy@hartford.edu or drop off a hard copy of the form to the office (GSU 327). Please note: the provider deadlines are different than UHart’s and may be before UHart’s deadline.

☐ 10. Research scholarship opportunities and begin preparing scholarship application materials (if applicable). There are many funding sources available for study abroad, but you must begin the process early! See the Study Abroad website for further details and to apply for the UHart-specific scholarships.

UHart Study Abroad Scholarship Deadlines: November 15 for Spring & April 15 for Fall

☐ 11. Apply for your passport. It can take 4-6 weeks to obtain one.

OVER →
Study Abroad Pre-Departure Checklist
The complete checklist now that you know you are going abroad!

☐ 1. Obtain an up-to-date degree evaluation from your college evaluator (this is especially important if you are within 60 credits of graduation).

☐ 2. Complete the UHart Course Approval Form. This form is extremely important as it provides UHart approval for the courses you will be taking abroad. It is recommended that you get twice as many courses approved that you plan to take. This form often requires signatures from multiple departments on campus, so plan early. When the form is complete, return it to the Study Abroad Office.

☐ 3. Complete UHart’s online Forms for Accepted Students. ☐ Emergency Contact Form ☐ Passport Form

☐ 4. Once you have been formally accepted into the study abroad program and have received an itinerary from your Program Provider, begin researching flight options. Two student travel sites that offer discounts for student airfare and other items: ☐ StudentUniverse ☐ STA Travel

☐ 5. Stay up to date with all materials sent to you by your Program Provider. Be aware of required deadlines and fees for additional materials (i.e. transcripts, photos, recommendation letters, course selection, enrollment fees, visa documents, health forms, etc.).

☐ 6. Take an active role in understanding how finances will work during your semester abroad. Remember you are billed for UHart tuition and the Program Provider’s room and board through your UHart account. You retain all of your Financial Aid (except Work Study). The only fees you will pay directly to your Program Provider will be enrollment deposit, housing deposit, money for any additional optional excursions offered through the provider, and perhaps flight booking if that is an option.

☐ 7. Apply for your student visa (if applicable). Contact your Program Provider for more details and necessary materials. Applying for a visa is different depending on the country and it can be a complicated process, so apply early!

☐ 8. Complete your scholarship application materials (if applicable) for UHart, your Program Provider, and/or external sites (please check the Study Abroad website for more information).

☐ 9. Attend the required Pre-Departure Orientation Session (held in early December for Spring Semester programs, and middle of April for Fall Semester programs). This session is required to attend if you plan to study abroad the following semester.

☐ 10. Make an appointment with your health care professional for a general checkup and any necessary immunizations. Please make sure to discuss any prescriptions you will need while abroad, and check to see if you can bring a whole semester’s worth of medication with you when you travel.

☐ 11. Become familiar with your host country/region! Read the newspaper, watch a movie, read about the culture and learn some key phrases in the local language.

Forms, events, deadlines and further details regarding all of the above can be found: www.hartford.edu/studyabroad
Like us on Facebook or follow us on Instagram to see photos from the UHart Hawks who are currently abroad!!