

A helpful student checklist highlighting key points for before and after you submit your application to study abroad:

- ☐ Submit your UPEI Study Abroad International Experience Application, including the following required documents:
 - ☐ Headshot photo
 - ☐ Two references
 - ☐ Unofficial transcripts
 - ☐ Personal statement
 - ☐ Financial planning form

- ☐ Receive email notification of approval of the UPEI Study Abroad International Experience Application. **Note: This application approval is approving you to be nominated to the partner school for studying abroad.**

- ☐ Make sure you have a **valid passport** that will last *at least* 6 months beyond your study abroad return date.

- ☐ Review visit requirements for the country you plan to study abroad so you know what will be needed for your visa application. *Some countries require a criminal record check, which can take over a month to get back!*

- ☐ After the UPEI Office of Study Abroad & International Partnerships nominates you to the partner school, you will receive notification from the partner school of a successful nomination and information on how to submit the partner school application.

- ☐ Complete and submit the partner school study abroad application.

- ☐ Receive approval and acceptance letter from the partner school.

- ☐ Once you have received an acceptance letter from the partner school, organize and submit your visa application (if applicable). Check all requirements carefully because some things take time!

- ☐ You will be required to complete and upload the following documents to **studyabroad@upei.ca**:

- ☐ Emergency Contact Form
- ☐ Liability Release Form
- ☐ Risk Management Form
- ☐ Proof of Health Insurance
- ☐ Financial Plan

☐ You will be registered in an online pre-departure training course run by Aleas or provided with an in-person or online pre-departure training course.

☐ Work on choosing classes at your partner school. Complete UPEI Course Transfer Form, called “Letter of Permission” (LOP) and get appropriate signatures.

☐ Complete the partner school course LOP equivalent (often called a Learning Agreement or Course Request form).

☐ Figure out where you will live at the partner school. Secure your accommodations.

☐ Plan your flights and travel plans (be sure to purchase cancellation insurance or a refundable ticket).

☐ Apply for any UPEI study abroad scholarships available (deadlines open at the start of each semester).