

## 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 registered on one of the UPEI Study Abroad Office & International Partnership Moodle courses for students going abroad. Complete and upload the documents:

- 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. This will supplement the departure materials on Moodle.

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).