

DOCUMENT CHECKLIST FOR EDUCATION ABROAD PROGRAMS

For students going on a UMass Program or Exchange

International Programs Office – submit forms to Room 455 Hills South

- Health Information Sheet
- Preliminary Registration and Approval Form. Review with your academic advisor
- Payment of Non-Refundable deposit (usually \$600.00)
- Set up FERPA waivers on SPIRE

For students going on a NON-UMass program

International Programs Office – submit forms to Room 455 Hills South

- Health Information Sheet
- Preliminary Registration and Approval Form (PRAF). Review with your academic advisor
- Non-UMass Conditions of Membership
- Copy of Acceptance Letter
- Payment of Education Abroad fee OR authorization to charge this fee to your UMass bursar account.
- Set up FERPA waivers on SPIRE

Other things you may need to consider:

Financial Aid (this includes loans, grants & scholarships) – submit forms to Financial Aid Office, Room 225 Whitmore

- ATTEND** a Financial Aid Workshop. Dates, times and locations can be found on the IPO & Fin. Aid webpages & posted in the Ed Abroad Advising Center.
- Budget Worksheet (form is distributed at the workshops)
- Copy of Airfare cost or estimate – from internet or travel agent
- Copy of Estimate of Expenses (provided by program administrators)
- Copy of Acceptance Letter
- Set up Excess Express on SPIRE

Housing Assignment Office – submit forms to Housing Assignment Office, Room 235 Whitmore

- Notify the Housing Assignment Office that you will NOT be using your Residence Hall room during the time you are abroad (**NOTE**: there is a fine of \$100-\$400 for failure to cancel your room!)
- Housing Preference Form - requesting a room assignment for the semester you return to campus

Registrar's Office

- DO NOT WITHDRAW** from UMass. IPO will change your status to "On Exchange" so you remain an active student while you are abroad
- Senior Year in Absentia Form – If you are a final semester senior while you are abroad, obtain and submit this form to the Registrar's Office, 207 Whitmore