STUDY ABROAD PROCEDURES

- Go to International Programs Office (IPO). Fully investigate all programs and locations that you are interesting to you. Although there are only a handful of study abroad programs dedicated to public health, most other programs have courses that can go towards general education requirements, foundations and collateral field areas of the public health science major. The IPO office is located in 455 Hills South, UMass Amherst (413-545-2710).

- Once you have chosen a course and are ready to get your approval course signed, please contact the Study Abroad Faculty Advisor for the Public Health Sciences, Gloria DiFulvio

In your email to Gloria, include the following information: year, track, name of study abroad program and country, and course numbers and titles that you are considering. Also, include an explanation of why you think these courses might fulfill your public health requirements. Send your contact information and the program/course descriptions as an attachment in Microsoft Word. We need a hard copy for your academic file.

- Next, make an appointment with Gloria to talk more about the program and have your approval form signed. It is crucial to make this appointment well ahead of your final deadline for IPO! She does not have drop in hours, so plan accordingly.

- At the appointment, you will receive a copy of the approval form for your own records. Take this with you when you travel so you know what courses you have received approval on. Sometimes students receive approval for more classes than one can actually take since one cannot always register for courses from the states. If you have a copy of the form, you will be better prepared if courses are full.

- When study abroad credits transfer to your transcript and ARR, they do not retain the course numbers or names. The courses will show up at the end of your transcript as "Exchange 1EXA," Exchange 1EXB," etc.

- To move the exchange credits to the correct place on your ARR, send the program advisor a filled out course exception form with a copy of your ARR. Highlight the courses, mark where they go and drop in my mailbox. We confirm the courses with the signed approval form and they will be processed before the next semester's registration. You will be emailed when that is complete. In order to help move the process along, please take care of this as soon as you notice that the courses have shown up on your ARR. We cannot process them before the courses are posted.

Please refer to this procedure list to keep you on track.

And while you’re abroad: **HAVE FUN & LEARN!!**

For questions, contact- IPO: (413-545-2710) ● Public Health Peer Advisors: peeradvising@schoolph.umass.edu ● Undergraduate Director: Gloria DiFulvio, gloria@schoolph.umass.edu ● Undergraduate Advisor: Megan Griffin, megriffin@schoolph.umass.edu