Study Abroad Acceptance Checklist for Special Students

Please do the following by the deposit deadline and mail items together to the address on the Intent form:

☐ Enroll as a Special Student

☐ Read Participation Agreement & Sign “Statement of Intent to Participate” form

☐ Include a $500 check for the non-refundable deposit.

☐ Submit passport photos (required only for the following semester programs):
  (Florence - 6, London - 1)
  *Write your name and your program name and term on the back of each photo, such as Jane Doe - London Fall*
  Additional photos will be needed for various reasons, you may want to have extra made at the same time.

☐ Fill out and return the Health and Emergency Treatment Authorization (HETA) form (included in mailing)

☐ Submit copy of your passport identification page
  *Write program name and term on the front of the copy
  (if you don’t have a passport, apply now)

  Items to attend to later...

☐ Submit copy of flight itinerary as soon as booked after director has confirmed dates
  (if arriving earlier than the program start date, please indicate when and how you are getting to program site)

☐ Attend General Orientation – (TBA for late February or complete alternative method of getting information once instructed after meeting date)

☐ Attend program orientation meetings (as scheduled by director or contact director for alternative method of getting information, if distance is an issue)

Pay attention to all email news and requests coming from the Office of International Programs