

## 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 - 4, 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***