

## Study Abroad Acceptance Checklist

*Please turn in the following by the deposit deadline... (If payment is mailed to the University Business Office, mail remaining forms & photos to the Office of International Programs.*

- Pay \$500 Non-refundable Deposit and return signed “Statement of Intent to Participate” form** with printed receipt from online payment OR with form stamped “paid” from making payment at the University Business Office
- Submit passport sized pictures** (*required for the following programs only*):  
(Florence - 4, London - 1, Salamanca - 2)  
*\*Write your name and your program name and term on the back of each photo, such as Your Name - 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 mandatory General Orientation**  
TBA – tentatively late February
- Attend program orientation meetings** (as scheduled by director)

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