**SA Application Checklist**

First Step – Submission of Application for Consideration

1. \_\_\_\_\_ Application (online)
2. \_\_\_\_\_ Individual Assessment Session DATE: \_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_ Transcripts (IP may obtain)
4. \_\_\_\_\_ Letters of Recommendation (2)
5. \_\_\_\_\_ Emergency Contact Form (online application)
6. \_\_\_\_\_ Student Questionnaire (online application)
7. \_\_\_\_\_ State of Purpose – Essays (online application)
8. \_\_\_\_\_ Physician Certification Form

Second Step –Approval for a Study Abroad Program

1. \_\_\_\_\_ Meeting w/Assigned Academic Advisor DATE: \_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_ Course Approval Form
3. \_\_\_\_\_ Meeting w/Financial Aid – if applicable DATE: \_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_ Transcript Responsibilities Form
5. \_\_\_\_\_ Financial Aid Letter to Financial Aid
6. \_\_\_\_\_ CAPS Confirmation
7. \_\_\_\_\_ Student Conduct Confirmation

Third Step – Logistics

1. \_\_\_\_\_ Passport
2. \_\_\_\_\_ Visa – if applicable
3. \_\_\_\_\_ Insurance – GeoBlue
4. \_\_\_\_\_ Pre-Departure Orientation w/SA Coordinator DATE: \_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_ Pre-Departure Guide Provided
6. \_\_\_\_\_ Country Specific Info. Provided

Third Step - Host University

1. \_\_\_\_\_ Host Application Submitted
2. \_\_\_\_\_ Acceptance at Host University
3. \_\_\_\_\_ Housing
4. \_\_\_\_\_ Flight
5. \_\_\_\_\_ Class Schedule

Fourth Step – Prior to Returning to UNCP

1. \_\_\_\_\_ Request Transcripts to be sent to UNCP
2. \_\_\_\_\_ Provide UNCP return Flight Information
3. \_\_\_\_\_ Register for UNCP Courses, with assistance from assigned academic advisor
4. \_\_\_\_\_ Host Institution Enrollment Form

<http://www.uncp.edu/study-abroad-forms>