**First Step – Submission of Application for Consideration**

1. \_\_\_\_\_ Application (online application)
2. \_\_\_\_\_ $50 Application fee (payment to Cashier with Payment Slip)
3. \_\_\_\_\_ Individual Assessment Session DATE: \_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_ Unofficial UNCP transcripts (SAC will obtain from BraveWeb to prove 2.5 GPA and good academic standing)
5. \_\_\_\_\_ Letter of Recommendation (1)
6. \_\_\_\_\_ Emergency Contact Form (in online application)
7. \_\_\_\_\_ Student Questionnaire (in online application)
8. \_\_\_\_\_ Statement of Purpose – Essays (in online application)
9. \_\_\_\_\_ Medical/Physician Certification Form

**Second Step – Approval for a Study Abroad Program**

1. \_\_\_\_\_ Meeting w/Assigned Academic Advisor DATE: \_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_ Course Authorization Form
3. \_\_\_\_\_ Meeting w/Financial Aid (if applicable) DATE: \_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_ Financial Aid Letter to Financial Aid (if applicable)
5. \_\_\_\_\_ Transcript Responsibilities Form (signed and returned to SAC)
6. \_\_\_\_\_ CAPS Confirmation
7. \_\_\_\_\_ Student Conduct Confirmation
8. \_\_\_\_\_ ARC Confirmation

**Third Step – Logistics**

1. \_\_\_\_\_ Passport photocopy (passport cannot expire within six months of return to US)
2. \_\_\_\_\_ Visa (if applicable)
3. \_\_\_\_\_ Insurance – GeoBlue (unless going through ISEP)
4. \_\_\_\_\_ Pre-Departure Orientation w/SA Coordinator DATE: \_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_ Pre-Departure Guide Provided (as necessary)
6. \_\_\_\_\_ Country Specific Info. Provided (as necessary)
7. \_\_\_\_\_ Register student for 12 “Dummy” hours at UNCP Registrar

**Fourth Step – Host University**

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

**Fifth 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>