UC Riverside Faculty Led Education Abroad Program CHECK LIST

Please use this check list to help you through some major Education Abroad Program-related activities that you must complete before leaving and be familiar with prior to your arrival at your destination.

Things to do after making the decision to apply for the Faculty Led Education Abroad Program (FLEAP):

_______ Complete your Application Form with a non-refundable application fee of $300.
_______ Email the FLEAP Coordinator to receive instructions about further steps for approval (i.e. interview with the faculty member, additional documentation, etc.)
_______ Once approved, you will receive a Student Information Packet authorizing you to proceed with the additional forms (described below).
_______ Get a passport! Make sure it will remain valid for at least three months following the end of your program participation. (Six months’ validity is required for many countries.) If you are not a U.S. citizen, please check with your Embassy for prerequisites to enter and exit the country.
_______ Provide the UC Riverside Education Abroad office with your current contact information at all times.

Things to do after receiving your Acceptance Packet to the FLEAP:

_______ Reserve your flight. Please confirm the start and end dates of the program. If reserving a flight before the program is confirmed, make sure your ticket is refundable. Keep in mind that flights going to Europe will normally arrive the day after you leave.
_______ Turn in the following forms: (Read the Student Guide for deadlines. Please disclose updates to the Education Abroad Office.)
_______ Personal Health History Form (Complete and give this form to your Primary Care Physician.)
_______ Physician’s Advisory Form
_______ Waiver of Liability
_______ Student Information
_______ Release Form
_______ Student Agreement Form
_______ Review the Student Budget Worksheet to determine expenses for which you will be responsible (textbooks, incidentals, etc.). Check to see if meals are included in your program.
_______ Pack a copy of your completed Personal Health History form to access in the event that you require medical treatment.
_______ See your school departmental and/ or college adviser to review your student status.
_______ Consult with your school advisor regarding your general education and major requirements you must fulfill to graduate. Find out if the Education Abroad Program courses are likely to fulfill these requirements.
_______ Make sure to buy the required course textbooks at the UC Riverside Book store or on-line. Do not wait to purchase your books until you arrive. The course textbooks are listed in the syllabus on the Education Abroad website.

Things to do:

_______ Attend all program orientations. Information will be e-mailed to you regarding a pre-departure Orientation. More information about the welcome reception will be provided at a later date.
_______ Plan to take all of your personal belongings and academic materials with you on the flight. Do not ship/mail your personal belongings ahead of your arrival. Check carefully with your airlines to understand baggage restrictions.
_______ Lectures and group-organized, field-study excursions are mandatory.
_______ Before leaving, pay any charges incurred during your stay. Failure to do so may result in your grades being withheld.