



UNIVERSITY of CALIFORNIA
Education Abroad Program

Personal Planner

Use this checklist to help guide you through some major EAP-related activities that you must complete before departure, once abroad, and when you return.

Things to do now (if you haven't already):

- Obtain or renew a passport. It must be valid for the entire period of your stay abroad plus 3–18 months, depending on the program.
- Update your personal contact information (and passport information) in **MyEAP** as changes occur.
- Accept your financial aid package with your campus Financial Aid Office (if applicable).
- Apply for scholarships and financial aid for the term following EAP.
- Arrange for someone you trust to have your power of attorney and make sure they keep the original document.
- Complete the **Release of Financial Information to a Third Party Authorization/Restriction** form.
- Apply for resident assistantship, internship, teaching assistantship, etc., for the term following EAP.
- Students with a disability need to submit documentation that notes what accommodation is needed. The earlier the university knows your needs, the better they can make whatever arrangements may be possible.
- Students with dependents need to investigate housing, child care, schooling, dependent visas, etc., early.

See your departmental/college advisor to:

- Review the course offerings of your host university and discuss them with your departmental advisor.
- Review your status; bring a record of how many units you will have prior to departure.
- Determine general education and major requirements you must fulfill to graduate; identify courses likely to fulfill these requirements.
- Have your Departmental/College Pre-Approval to Extend form (DPA) approved and signed, if appropriate for your program.

Things to do after reviewing your UCEAP Predeparture Checklist (PDC):

Financial

- Review the student budget for your program, found in the Participants section of the UCEAP website. Note the expenses for which you will be directly responsible, such as meals, local transportation, etc., versus the expenses included in your UCEAP fees.
- Make payments to UCEAP. Show the student budget and payment coupons on the UCEAP website to the person who will be making the payments while you are abroad. The payment coupons include amounts and deadlines. UCEAP will send a reminder email to you 30 days before the final payment is due. You can check your Financial Account in MyEAP at any time.

Academic

- Take a copy of your UC transcript with you abroad to show that you have met prerequisites for courses, if needed.
- Copy the applicable pages about your major's degree requirements from your UC catalog and take them abroad with you.

- ___ Arrange for enrollment materials for the term following EAP to be sent to your home address and designate someone to act as your proxy for registration, if necessary.

Seniors, as appropriate:

- ___ Consult your dean or provost about senior residency rules.
- ___ Determine when you can graduate. In most cases, students file as degree candidates for the term following completion of EAP.
- ___ Correspond with graduate schools regarding applications, entrance exams, and requirements.
- ___ Obtain graduate materials that might be difficult to get abroad.
- ___ Determine where you can take the **Graduate Record Examination** (GRE) or other required exams abroad. Apply for the exam well in advance.

Logistics

- ___ Complete and return all required materials to the appropriate offices by the dates specified in the PDC.
- ___ Make a flight reservation for the CORRECT arrival date. The Official Start Date is found in the Program Calendar on the UCEAP website. Also check to see if the EAP orientation occurs before, during, or after the host university orientation. Financial aid students need to determine how to purchase a plane ticket prior to receiving a financial aid disbursement. A few programs offer or require a group flight; check your PDC.
- ___ Research your housing options. Check the UCEAP Program Guide and be alert for information coming to you from the host university, depending on the program. Financial aid students need to determine how to pay for housing prior to receiving a financial aid disbursement.
- ___ Obtain your visa (tourist card, entry permit, etc.) as required. Follow the visa instructions in the PDC, written especially for EAP students.
- ___ Complete all health-related exams and forms according to your campus instructions. Check the PDC for health form deadlines.
- ___ Attend all campus predeparture orientations. Talk to returnees and correspond with students currently abroad. Participate in any orientation webinars that may be offered. Read through any PowerPoint presentations you may receive.
- ___ Pay all outstanding campus fees and fines, and change your mailing address with the post office, utility companies, etc.
- ___ Print out your UCEAP insurance card, read both sides of it, and place it into your wallet.
- ___ Read the prescription medication instructions in the UCEAP Guide to Study Abroad and plan how you will obtain medication abroad.

While Abroad:

- ___ Hand-carry abroad with you the Arrival/Orientation instructions and any maps found in your PDC.
- ___ Attend all on-site orientations.
- ___ Enter full contact information into MyEAP for your new address and telephone number(s) while abroad.
- ___ Follow the instructions to enter your Study List into MyEAP by the deadline.
- ___ Choose a grade option (letter or pass/no pass) when you enter your Study List into MyEAP. You are permitted to take up to one-third of your total units P/NP. (Summer programs, language and culture programs, and Intensive Language Programs have different requirements.)
- ___ Review your college/departmental requirements before finalizing your MyEAP Study List.
- ___ Remember to enroll/register for your courses TWICE, in both MyEAP and also in your host university's system.
- ___ Make and keep copies of any General Petitions to change what is entered into your MyEAP Study List.
- ___ Do not bother your course instructors about grades. Discuss grades only with the Study Center (SC) or Liaison Office (LO).

- ___ Report any incident such as an assault or theft immediately to your SC or LO.
- ___ Notify your SC or LO whenever you are ill, especially if the illness might affect your academic performance or class attendance.
- ___ Remember that you are covered by the UCEAP insurance policy. Telephone EuropAssistance if you NEED ANY HELP AT ALL in finding medical care, making an appointment, getting to the appointment, or paying for care.

Preparing to Return:

- ___ Obtain extra sets of all syllabi and other course materials, completed term or research papers, and exams (if possible) to bring back home with you. Hand-carry all academic materials back with you. Do not send them by mail.
- ___ If incomplete work is unavoidable, fill out the Contract for "I" (Incomplete) Grade form before you depart the program. Note the deadline for completing the work and be sure to submit your work to the SCD or LO on time.
- ___ Pay all outstanding fees such as housing charges, library fines, parking tickets, phone charges, or utility bills. Failure to do so may delay grades from the host university and will result in a block on your UC registration.
- ___ Enroll in classes and pay fees for your first term at UC following EAP.
- ___ Read about reverse culture shock in the UCEAP Guide to Study Abroad.
- ___ Complete UCEAP questionnaires before the program ends.

Upon Your Return:

- ___ Meet with your departmental advisor to review your MyEAP Study List, syllabi, course descriptions, and papers you completed while abroad in order to plan your future UC course work and to determine how your EAP course work meets major and general education requirements.
- ___ Meet with your Campus EAP Advisor for academic reentry information.
- ___ Volunteer at your Campus EAP Office to help recruit and advise future EAP students.