

# CHECKLIST FOR EDUCATION ABROAD EXCHANGE PROGRAMS

## FOR OUTBOUND UM-FLINT STUDENTS

### Phase One: Inquiry & Program Selection

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- Visit WorldLink at [goabroad.umflint.edu](http://goabroad.umflint.edu) to review exchange program options; apply by the specified deadline
- Discuss course options with UM-Flint Academic Coordinator of the exchange program and complete an [Off Campus Experience Course Approval Form](#)
- Apply for a passport (if you do not have one already)
- Set up an appointment with the Office of Financial aid to discuss funding options

### Phase Two: Submit Application Items

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- Using the appropriate [Host Institution Application Checklist](#), gather all requested items and submit to host institution by specified deadline

### Phase Three: Program Preparation

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- Complete WorldLink application items
- Purchase GeoBlue international insurance plan
- Register your travel details in the UM International Travel Registry
- Apply for housing (if not already done)
- Apply for a travel visa, if required
- Register in SIS for the courses you will take at the host institution
- Pay tuition/fees
- Book airline ticket
- Receive vaccinations/immunizations, if required
- U.S. citizens:** Register at U.S. Embassy of host country visiting at <https://step.state.gov/step/>

### Phase Four: Program!

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- Arrive at the designated time and location for program commencement
- Contact the Education Abroad Office at [studyabroad@umflint.edu](mailto:studyabroad@umflint.edu) to confirm safe arrival and registration
- Attend orientations, register for courses at host institution
- At program end, request for transcript to be sent to the UM-Flint Education Abroad Office

### Phase Five: Re-Entry

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- Upon return, attend/participate in any post-arrival orientation programs
- Ensure your grades have been posted on your UM-Flint transcript

#### IMPORTANT DEADLINES

##### Fall or Year Programs

- Deadline to apply in WorldLink: April 15
- Deadline to submit application items to host institution: April 30

##### Winter Programs

- Deadline to apply in WorldLink: October 15
- Deadline to submit application items to host institution: October 30