

CHECKLIST FOR EXTERNAL EDUCATION ABROAD PROGRAMS

Phase One: Inquiry & Program Selection

- Visit the Education Abroad Office(EAO) Resource Center or visit EAO website at www.umflint.edu/international/EducationAbroad
- Set up appointment with EAO advisor discuss program options; search programs in [M-Flint WorldLink](#)
- Meet your Academic Advisor to discuss programs and course options
- Apply for a passport (if you do not have one already)
- Decide on a program
- Set up an appointment with the Office of Financial aid to discuss financial aid funding options

Phase Two: Apply for Program

- Submit an application and all applicable fees to the program provider or institution
- Register the program in [M-Flint WorldLink](#) and submit requested items

Phase Three: Complete Course Evaluation (if you plan on taking courses abroad)

- Get course descriptions and syllabi from the program provider or institution
- Complete the [Off Campus Experience Course Approval Form](#)
 - Identify desired course(s) you will take abroad and identify UM-Flint matching equivalent course(s)
 - Acquire signature of the department or program chair for the course you plan to take
- If you are within your last 30 credits, you are required to submit a petition to the Academic Standards Committee of your school/college to transfer courses from an education abroad experience
- To receive approval to transfer courses to satisfy General Education requirements, submit a [Request for General Education for Non-Equivalent Courses](#)

Phase Four: Program Preparation

- Apply for a travel visa, if required
- Book airline ticket
- Receive vaccinations/immunizations, if required
- Complete M-Flint WorldLink application items
- Enroll in GeoBlue international insurance plan at www.uhs.umich.edu/tai
- Register your travel details in U-M system-wide [MCompass](#)
- U.S. citizens:** Register at U.S. Embassy in the country you are visiting (<https://step.state.gov/step/>)

Phase Five: Program!

- Arrive at the designated time and location for program commencement
- Contact EAO at studyabroad@umflint.edu to confirm safe arrival and registration
- Attend orientations, register for courses
- At the end of the program, request that your transcript be mailed to the UM-Flint Education Abroad Office

Phase Six: Re-entry

- Upon return, attend/participate in any post-arrival orientation programs
- Share your experience! Make your education abroad experience count:
 - Join the Global Ambassador Program (GAP) and become a Peer Advisor
 - Share your stories on Facebook and other related websites
 - Create a blog; Writing for a local newspaper
 - Join or create multicultural student organizations
 - Visit the Education Abroad Office to learn more ways to integrate your experience with your studies at home
- Use the education abroad experience to build your resume
- Consider participating in other education abroad experiences including internships, volunteer, and work experience, as well as international fellowships, such as the Fulbright Program or the Peace Corps



Notable Mentions!!

To stay on track—and be able to apply for scholarships—and stay with these target dates:

If applying for a **fall** or **academic year** program:

- begin talking to the Education Abroad Office a year in advance
- identify a program by January
- apply by March

If applying for a **winter** program:

- begin talking to the Education Abroad Office a year in advance
- identify a program by June
- apply by September

If applying for a **summer** program:

- begin talking to the Education Abroad Office a year in advance
- identify a program by December
- apply by March