



Organization and planning is key to a successful study abroad experience! Use the checklist below as a guide to applying and preparing for your study abroad program. The UT Arlington Study Abroad Office and your program will provide you with the information and/or resources about the steps below upon request. If you have questions, be sure to ask.

| Done?                    | Advising                         | Due By | Note |
|--------------------------|----------------------------------|--------|------|
| <input type="checkbox"/> | Meet with Study Abroad Advisor   |        |      |
| <input type="checkbox"/> | Check eligibility & requirements |        |      |
| Done?                    | Application Stage                | Due By | Note |
| <input type="checkbox"/> | Select program                   |        |      |
| <input type="checkbox"/> | Apply with program               |        |      |
| <input type="checkbox"/> | Meet with academic advisor       |        |      |
| <input type="checkbox"/> | Check Financial Aid eligibility  |        |      |
| <input type="checkbox"/> | Communicate with faculty leader  |        |      |
| <input type="checkbox"/> | Check passport requirements*     |        |      |
| <input type="checkbox"/> | Check visa requirements          |        |      |
| Done?                    | Post-Decision                    | Due By | Note |
| <input type="checkbox"/> | Program forms                    |        |      |
| <input type="checkbox"/> | Apply for scholarships**         |        |      |
| Done?                    | Pre-Departure                    | Due By | Note |
| <input type="checkbox"/> | Attend Pre-Departure Orientation |        |      |
| <input type="checkbox"/> | Apply for passport***            |        |      |
| <input type="checkbox"/> | Apply for visa if needed         |        |      |
| <input type="checkbox"/> | Health insurance                 |        |      |
| <input type="checkbox"/> | Book airfare                     |        |      |
| <input type="checkbox"/> | Submit UTA Post-Decision Forms   |        |      |
| Done?                    | Abroad                           | Due By | Note |
| <input type="checkbox"/> | Check-in with faculty leader     |        |      |
| <input type="checkbox"/> | Other                            |        |      |

\*Non-US passport holders must consult with the Office of International Education.

\*\*Some scholarship deadlines may be due earlier than the Post-Decision Stage.

\*\*\*Passports can take several weeks to process. You may need to apply during the Application Stage.

**NOTES:**