



## UMW Approved Semester/Year Program Checklist – Before You Go

Review this checklist and complete each item as you prepare for your education abroad experience. For a more detailed guide through the process, visit the CIE checklist [webpage](#).

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- After selecting a program and term, [register with CIE](#).
- Complete all necessary application documents, paperwork, etc. required by your program.
- Apply for [scholarships](#).
- Confirm your acceptance with CIE directly. Send a copy of your acceptance email, letter, etc. to your UMW study abroad coordinator or to [cie@umw.edu](mailto:cie@umw.edu).
- Confirm your program start and end dates with CIE.
- Obtain a visa if necessary. Check the Department of State's [website](#) to confirm. Consult with your program as well as your destination country's embassy/consulate website for the most up-to-date requirements.
- Attend the mandatory CIE Pre-Departure Orientation (April for fall/summer study, and November for spring study). Information on this will be sent to you by your study abroad coordinator.
- Submit the following REQUIRED forms to CIE at least a month prior to departure.
  - [Study Abroad Course Approval](#)
  - [Assumption of Risk and Release from Liability Agreement](#)
  - [Medical Information](#)
  - [International Contact Information](#)
- Submit the following OPTIONAL forms to CIE at least a month prior to departure.
  - [Request for Study Abroad Financial Aid](#)
    - Only complete this request if you receive grants, scholarships, or financial aid, and plan on using this aid for study abroad or if you plan to apply for a loan to fund your experience
  - [Experiential Learning/Global Inquiry Contract](#) or [Beyond the Classroom/Diverse and Global Perspectives Contract](#)
    - Only complete this contract if you plan on using your study abroad experience for EL/GI or BTC/DGP credit
  - [Course Registration Planning Tool request](#)
    - Only complete this request if you will be unable to register for your next semester's courses while you are abroad
- Establish medical insurance. Send your exact travel dates to CIE ([cie@umw.edu](mailto:cie@umw.edu)). All UMW students are required to have international health and medical insurance while abroad. Coverages must include emergency extraction for natural disaster, and/or political events, as well as repatriation of mortal remains.
  - If your program does not include international health and medical insurance as part of the cost, CIE will enroll you with our [contract health insurance provider](#) and your student account will be billed accordingly.
  - If your program includes international health and medical insurance as part of the cost, show proof to CIE and be exempted from CIE's insurance.
- Register with [STEP](#) via the Department of State and download the [Smart Traveler App](#).
- Once accepted by your program, book your flights and send your arrival and departure information to CIE. You must arrive at your program location by the date/time specified by your program. Pre- or post-program travel is optional as long as you respect your program start and end dates.