

INTERNATIONAL PROGRAMS AND SERVICES
CENTER FOR EXPERIENTIAL LEARNING
REIS HALL 200 814/332.4891

CHECKLIST for SPRING 2010

← Start NOW:

- 1) _____ Study abroad students or students with an international component to their program: **Apply for your passport.** You must have a passport that is valid until at least six months after the program ends (see *Handbook* for instructions on obtaining a passport).
- 2) _____ Everyone: Read the Study Abroad/Off-Campus Handbook.
- 3) _____ Everyone: Read this checklist carefully and be aware of upcoming deadlines.
- 4) _____ Everyone: Check your program info and policies (e.g., costs, grade/credit policies) at this website: www.alleghey.edu/accel/international/studies/sponsored.php

← DUE BY October 16 (no meeting, just drop off the forms in the International Office/Reis Hall):

- _____ a) Program applications for **all Allegheny-sponsored programs** must be completed and submitted to the International Office.
 - _____ b) FORM 1: Information Release Form
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- _____ a) Students on **non-Allegheny-sponsored programs** should send applications directly to the program provider in accordance with the due date. You may leave a copy with us if you want.
- _____ b) FORM 1: Information Release Form

← DUE BY October 20 or 21, 2009, Quigley Hall 101 Henderson Auditorium (Pre-Departure Orientation Meeting #2):

Complete and return the following forms (located in this folder) at the second meeting:

- a. _____ FORM 2: Academic Credit Review form
- b. _____ FORM 3: Student Personal Information: Insurance; Records and Health Releases
- c. _____ FORM 4: Student Participation Agreement
- d. _____ FORM 5: Student Release, Waiver and Covenant Not to Sue
- e. _____ FORM 6: Financial Aid Form (**signature needed; please make a personal appointment with Financial Aid.**)
- f. _____ FORM 7: Cost and Program Payment Form (**signature needed; please make a personal appointment with Financial Services.**)
- g. _____ FORM 8: Passport Information Form/Photos; read section in handbook on self-registration at US Consulate abroad.
- h. _____ FORM 9: Independent students only: Contact Information Sheet

← BEFORE YOU LEAVE CAMPUS:

- 1) Register for Room Draw online at <http://housing.alleghey.edu/>. Housing options for the fall/spring semester (the semester you return):
 - If you don't care where you live on campus when you return, do nothing. Allegheny College WILL find you a place to stay on campus if you are required to stay or request to stay on campus.
 - If you do care where you live, please e-mail your preferences to the Residence Life Office. While your preferences cannot be guaranteed they will be considered when making housing placements for the next semester.
- 2) Don't forget to return all checked-out books to the library before you go (and DVDs, videos, etc!)
- 3) If you are close to graduating, check with **Deb Zinz** in the Registrar's Office to see if you need to do anything before you leave for your program.
- 4) **Start student visa application process (if applicable) as soon as you have received an acceptance letter from your host program.**
- 5) Remember: **we reserve the right to review academic records as well as all relevant behavioral issues by reviewing student files in the Dean of Students office.** Our intention is to insure that you adhere to appropriate Allegheny and program standards until your departure for your program. Applicants on disciplinary probation or who have been suspended from Allegheny College will be required to show improved behavior prior to final approval.