

## Non-UP Study Abroad Program Checklist

---

Congratulations on your upcoming study abroad adventure. Below are some important steps to ensure a smooth transition to and from your non-UP study abroad program, as well as some other important information. Study Abroad programs not approved by the University of Portland Studies Abroad Office require students to take a Leave of Absence and are not eligible for any financial aid through the University of Portland. Keep this checklist handy and check off the steps as you complete them.

- \_\_\_\_\_ 1. Check with the Studies Abroad Office for procedures regarding non-UP study abroad programs and what steps need to be taken for leaving UP. Study Abroad will refer you to the appropriate individual to help you determine how (if at all) your credits will transfer back to UP.
- \_\_\_\_\_ 2. Meet with your advisor to discuss how these credits will factor into your degree at UP and make sure that credits will be accepted.
- \_\_\_\_\_ 3. Meet with the Office of Financial Aid to discuss and determine the financial implications of taking a leave of absence from UP.
- \_\_\_\_\_ 4. Check with your possible host institution to see if you are eligible to apply for financial aid through their institution or study abroad program.
- \_\_\_\_\_ 5. Consult with the VA coordinator at UP if you think you may be eligible for VA benefits to find out if your study abroad program qualifies.
- \_\_\_\_\_ 6. Once you are accepted to the non-UP study abroad program, notify the UP Studies Abroad Office as they will keep a file for you with important documentation.
- \_\_\_\_\_ 7. Familiarize yourself with the cost of attendance for your study abroad program, payment deadlines, and necessary paperwork.
- \_\_\_\_\_ 8. Complete the Leave of Absence Form and get the necessary signatures withdrawing you from UP for the semester/academic year.
- \_\_\_\_\_ 9. Double check with Financial Aid to ensure all your aid has been cancelled for the semester that you will be gone.
- \_\_\_\_\_ 10. If you have prior student loans you should complete a confirmation of enrollment form with your host institution to send to your loan servicers. This will ensure that your federal loans remain in deferment during your leave of absence from UP.
- \_\_\_\_\_ 11. Prior to leaving UP ensure that the Registrar's Office has your most current permanent address on file.
- \_\_\_\_\_ 12. Once your semester abroad has been completed and your grades have been posted, contact the Registrar's Office at your host university and request a transcript of your grades be sent to Registrar's Office at UP.
- \_\_\_\_\_ 13. Work with your advisor and the Registrar's Office at UP to make special accommodations to enroll for your next semester at UP.