

**Long-Term Study Abroad Application Checklist****First Step – Submission of Application for Consideration**

- 1) \_\_\_\_\_ Application (online application)
- 2) \_\_\_\_\_ \$50 Application fee (payment to Cashier with [Payment Slip](#))
- 3) \_\_\_\_\_ Individual Assessment Session DATE: \_\_\_\_\_
- 4) \_\_\_\_\_ Unofficial UNCP transcripts and acceptable GPA for Study Abroad- (SAC will obtain from BraveWeb to prove 2.5 GPA and good academic standing)
- 5) \_\_\_\_\_ One Letter of Recommendation
- 6) \_\_\_\_\_ Emergency Contact Form (in online application)
- 7) \_\_\_\_\_ Student Questionnaire & Statement of Purpose (in online application)

Remember to apply  
for your passport at  
the UNCP Mail  
Center!

[passports@uncp.edu](mailto:passports@uncp.edu)

**Second Step – Approval for a Study Abroad Program**

- 1) \_\_\_\_\_ Meeting w/Assigned Academic Advisor DATE: \_\_\_\_\_
- 2) \_\_\_\_\_ Study Abroad Course Authorization [Form](#)
- 3) \_\_\_\_\_ Meeting w/Financial Aid (if applicable) DATE: \_\_\_\_\_
- 4) \_\_\_\_\_ Financial Aid Letter to Financial Aid (if applicable)
- 5) \_\_\_\_\_ Transcript Responsibilities Form (signed and returned to SAC)
- 6) \_\_\_\_\_ CAPS Confirmation
- 7) \_\_\_\_\_ Student Conduct Confirmation
- 8) \_\_\_\_\_ ARC Confirmation
- 9) \_\_\_\_\_ Medical/Physician Certification [Form](#)

**Third Step – Logistics**

- 1) \_\_\_\_\_ Passport photocopy (passport cannot expire within six months of return to US)
- 2) \_\_\_\_\_ **Visa** (need visa stamp in passport book *prior* to travel) ←
- 3) \_\_\_\_\_ Insurance – GeoBlue (unless going through ISEP)
- 4) \_\_\_\_\_ Pre-Departure Orientation w/SA Coordinator DATE: \_\_\_\_\_
- 5) \_\_\_\_\_ Pre-Departure Guide & Country Specific info. provided (as necessary)
- 6) \_\_\_\_\_ Register student for appropriate 12 “Dummy” hours at UNCP Registrar
- 7) \_\_\_\_\_ Discuss *Payment* during Study Abroad & inform Registrar appropriately:
  - a. ISEP Exchange- student pays tuition & fees, room and board to UNCP
  - b. Other Exchanges- student pays tuition & fees to UNCP. Other fees paid to foreign university.

**Fourth Step – Host University**

- 1) \_\_\_\_\_ Host Application submitted to foreign university and *Acceptance*
- 2) \_\_\_\_\_ Confirm Housing, Class Schedule
- 3) \_\_\_\_\_ Flight itinerary

**Fifth Step – Prior to (&) Returning to UNCP, student must...**

- 1) \_\_\_\_\_ Request Transcripts to be sent to UNCP
- 2) \_\_\_\_\_ Reach out to UNCP SAC upon return to de-brief
- 3) \_\_\_\_\_ Register for UNCP Courses, with assistance from assigned academic advisor
- 4) \_\_\_\_\_ Host Institution Enrollment Form (if necessary)

\*Please note that this internal document is intended for study abroad students to stay on track and complete the necessary requirements for study abroad. If you have any questions, please contact the Study Abroad Coordinator (SAC) at 910-775-4095.

<https://www.uncp.edu/departments/global-engagement/study-abroad>