Amidst the excitement and the prospect of going abroad, please keep in mind the following important steps and procedures that must be followed between now and your departure. Please note that UCEAP is the University of California system-wide EAP office in Santa Barbara.

**MANDATORY PRE-DEPARTURE ORIENTATIONS:**

**General Orientation** – an online General Orientation must be completed by ALL study abroad students. It will include info about academics, finances, health and safety, as well as cross-cultural adjustment strategies. Details about when the online orientation will be available and the deadline for completion will be sent to you via email from the Programs Abroad Office.

**Country Orientations** – mandatory country-specific orientations will be arranged in the term prior to your departure with staff, returnees and/or international students from your country. Details will be sent to you by your Programs Abroad Advisor.

**PRE-DEPARTURE EXPENSES & FINANCIAL PLANNING:** Depending on your host country you can expect pre-departure expenses to include:

- $100 administrative fee billed by UCSD (one-time fee for all EAP programs)
- Passport
- Health Clearance
- Possible Travel Clinic at UCSD Student Health
- Possible hepatitis B vaccinations
- Photos
- Possible housing deposit
- Airfare

Financial planning is essential. The first EAP fee payment ($950) will be due either **April 1 or May 1 for summer/fall departures** or **November 1, December 15 or February 1 for winter/spring departures** depending on your program. You are responsible for knowing this date. Students on financial aid will be allowed to defer this payment. You will find the budget worksheet and payment coupons for your program on the EAP website: [http://eap.ucop.edu/participants/](http://eap.ucop.edu/participants/).

Complete the Free Application for Federal Student Aid (FAFSA) as you would for UCSD; the Financial Aid Office will adjust your package according to the cost of your program. For Federal Student Aid information and to complete the FAFSA online, log on to the Department of Education website at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you completed the FAFSA last year, a renewal FAFSA will be e-mailed to you. Contact Julie Ta at the UCSD Financial Aid Office (534-3808) for study abroad financial aid assistance. All non-California residents pay out of state fees while on EAP.

**STUDY ABROAD SCHOLARSHIPS:**

Plan now to apply for study abroad scholarships both merit and need based. Information is available on our PAO website: [http://icenter.ucsd.edu/pao/start-your-journey/Finance-Your-Program/index.html](http://icenter.ucsd.edu/pao/start-your-journey/Finance-Your-Program/index.html) and the EAP website: [http://eap.ucop.edu/Scholarships](http://eap.ucop.edu/Scholarships).

**EAP HEALTH CLEARANCE:** Please read the Health Clearance Procedures linked to your selection letter and start the process as soon as possible. If you have USHIP, schedule your appointments with UCSD Student Health Services early because it could take up to a month to get an opening. If you have the option of going to a private physician (refer to the Health Clearance Procedures), the clearance must be completed at least 60 days before departure.

**ACADEMIC REQUIREMENTS:**

- Maintain the required overall GPA for your program (as specified in the EAP brochure).
- Complete the unit/class standing requirements by the quarter prior to departure (as specified in the EAP brochure).
- Complete the language and course prerequisites for your program (as specified in the EAP brochure).
- If you will have junior standing or above by the time of departure, you must declare your major by the end of the quarter (not summer) prior to departure.
- Remain in good academic standing in accordance with University of California policies.
- Meet all conditions listed in your selection letter.
STANDARDS OF CONDUCT: If any aspect of your academic or personal conduct raises concerns that cause your college or departmental advisor, Programs Abroad advisor, the EAP Faculty Director, or the Study Center Director to withdraw their support of your participation, either prior to departure or while you are abroad, you will be withdrawn from the Education Abroad Program.

ALTERNATE STATUS: Conditionals and Alternates must meet all pre-departure requirements and deadlines.

- **Conditional** students must fulfill certain requirements before being granted full approval to participate in the EAP program. The conditions are stated in your selection letter. You must consult with your EAP advisor if you think that you may not meet your conditions.
- **Alternates** are qualified students waiting for available space in their program. As selectees withdraw, or if additional spaces are secured, alternates will be placed. Alternates from all campuses are pooled together at UCEAP and are placed by that office.

EAP TRAVEL REQUIREMENTS: You will be notified by email about a link to electronic pre-departure forms and instructions from UCEAP and sometimes also to pick up hard copy forms. It is essential that all paperwork be completed on time and with close attention to detail.

EAP INSURANCE: EAP fees include mandatory health insurance. Read the insurance information on the UCEAP current participants Web page and in the UCEAP Guide to Study Abroad for more details about coverage, gap insurance and UC traveler’s insurance.

PASSPORT: U.S. citizens: if you do not have a passport valid beyond the duration of your program abroad, you must apply or renew as soon as possible. See [http://travel.state.gov](http://travel.state.gov) for information and applications. Applications are also available at UCSD Mail Services. For a first passport you will need a certified birth certificate. The name on your passport MUST be the same name that appears on all EAP paperwork, and you must not officially change your name during EAP processing. Students who are not U.S. citizens must have a valid passport from their country of citizenship, or, if this is not possible, a U.S. re-entry permit.

TRANSPORTATION: You will receive information in your participation forms and instructions about the mandatory arrival date, time, and location, which must be considered when making travel arrangements. For some programs a group flight may be facilitated by UCEAP. See your advisor if you would like to contact other students going on your program to coordinate travel arrangements.

STUDENTS WITH DISABILITIES: Many support services available at UCSD do not exist on campuses abroad. If you will need support services or facilities abroad, it is your responsibility to inform your EAP advisor and the Office for Students with Disabilities so that we can research what kind of facilities/services exist and their approximate cost. You must secure your own funding for any services that you receive.

WITHDRAWAL: Notify your EAP advisor immediately if you are considering withdrawing. The deadline for withdrawal is either **April 1 or May 1 for summer/fall departures** or **November 1, December 15 or February 1 for winter/spring departures** depending on your program. This deadline is listed on the EAP application. If you withdraw after the deadline (including conditional & alternate students), you will be charged a $500 fee and possibly other unrecoverable payments made to the host institution or a third party provider where applicable, on your behalf. For specifics, see Statement of Withdrawal Deadline you signed on the EAP online application. To officially withdraw from a program, please submit your withdrawal in writing via email or in person with your name, PID, program name and a brief reason for your withdrawal to your Programs Abroad advisor.

*It is very important that we know your address, e-mail, and phone number at all times!*