



# Application Checklist

Congratulations on deciding to set yourself apart by becoming part of the 1% of UCA students who study abroad! Use this checklist to guide you through the application process. UCA's Office of Study Abroad will provide you with any information and/or resources that you may need, but if you have any questions be sure to ask.

	Tasks	Application for Semester Exchange and Direct Enroll
<input type="checkbox"/>	Meet with Peer Advisor	<a href="#">Schedule a virtual meeting</a> with a Study Abroad Peer Advisor to receive basic information about Semester Exchange options.
<input type="checkbox"/>	Meet with Study Abroad Staff	Email <a href="mailto:studyabroad@uca.edu">studyabroad@uca.edu</a> to schedule an appointment with the Director or Advisor and discuss specific information about the Semester Exchange process including visas, housing, and budgets.
<input type="checkbox"/>	Apply for Passport	Apply for a passport if you do not already have this document. Passport applications can be found <a href="#">here</a> .
<input type="checkbox"/>	Contact Financial Aid	Meet with the Office of Financial Aid to review the budget and your specific financial aid package. For more information, see the <a href="#">Financial Aid Overview and Funding Options</a> .
<input type="checkbox"/>	Course Approval Form(s)	The course approval <a href="#">form</a> should be completed with the classes you plan to take at UCA's partner university abroad and signed by the chair of the department. A new course approval sheet should be used for each department under which you would like to receive credit while abroad.  Make an appointment with the professor and/or the department chair to get approval of your course selections. Upload a photocopy of these documents to your online application, or email to <a href="mailto:studyabroad@uca.edu">studyabroad@uca.edu</a> .
<input type="checkbox"/>	Complete the Online Application	The <a href="#">Online Application</a> includes the following: <ul style="list-style-type: none"> <li>• Provide basic contact information</li> <li>• Complete and upload the course approval <a href="#">form</a></li> <li>• Complete the online Study Abroad health form</li> <li>• Upload a copy of: <ul style="list-style-type: none"> <li>Bear ID</li> <li>Signed passport</li> </ul> </li> <li>• Complete the online contract for Study Abroad</li> </ul>
<input type="checkbox"/>	2 Reference Letters	Request reference letters and these should be written and submitted by former or current UCA professors and reflect their support of your plans to study abroad. All letters must be submitted via email to Natalie at <a href="mailto:natalief@uca.edu">natalief@uca.edu</a> .
<input type="checkbox"/>	Apply for Scholarships	Visit our <a href="#">scholarships page</a> to understand what you are eligible to apply for.
Checked all those boxes? You're well on your way to studying abroad.		