You’ve decided to study abroad on the **UF in Madrid program** ... so what’s next?

- **Step 1:** Meet with Heavener School of Business study abroad advisors
  - Call 352-273-0151 for an appointment to complete the academic advising form and have your photo taken.
- **Step 2:** Apply online with the University of Florida International Center (UFIC)
  - Go to [http://warrington.ufl.edu/undergraduate/myheavener/intl/outgoing/Madrid.asp](http://warrington.ufl.edu/undergraduate/myheavener/intl/outgoing/Madrid.asp) and click the blue “Apply Now” button for either Business, Lang & Culture or Study & Intern if doing the Madrid internship. Login using your GatorLink username. Select desired term and click “Apply.”
  - Select either **Study and Intern** for the internship program or the **Business, Language & Culture** program.
  - Fill out the Application Questionnaires and complete all the Signature Documents.
  - Take the advising form and deposit of $350 (check/cash) to the UF International Center, 170 the HUB.
- **Step 3:** **SUBMIT a SCAN** of your current PASSPORT
  - Scan (color) of valid **passport** is REQUIRED before the program application deadline.
  - If your passport expires within six months of your expected return date, you must apply for a new passport: [http://passports.state.gov](http://passports.state.gov)

__________ Scan of **passport** (color) – email to: lucy.dileo@warrington.ufl.edu or bring to our office to be scanned.

- **Step 4:** Apply for scholarships
  - Apply for the **Heavener School of Business** scholarship. Deadlines and online application are at: [http://warrington.ufl.edu/undergraduate/myheavener/scholarships.asp](http://warrington.ufl.edu/undergraduate/myheavener/scholarships.asp)
  - Apply for a **UFIC** scholarship: [http://www.ufic.ufl.edu/SAS/ScholarshipApplication.html](http://www.ufic.ufl.edu/SAS/ScholarshipApplication.html)
  - If Pell Grant eligible, consider applying for the **Benjamin Gilman** scholarship: [ww.iie.org/en/Programs/Gilman-Scholarship-Program](http://ww.iie.org/en/Programs/Gilman-Scholarship-Program)

- **Step 5:** Complete the following checklist for your program:
  - ______ Turn in completed UF **Study Abroad Budget Worksheet** to 301 Heavener Hall.
  - ______ Complete the **Spanish Placement test** and schedule a SKYPE session for the Spanish Spoken Interview for the verbal placement section. Information will be sent via email.
  - ______ Confirm housing choice - homestay (Nebrija placement) or apartment w/ students (housing vendor).
  - ______ Students on Internship program will receive email to submit documents and schedule interviews.
  - ______ Email your flight itinerary to Lucy DiLeo at lucy.dileo@warrington.ufl.edu
  - ______ Have **laptop** checked @ WCB Tech Asst. Ctr. in HVNR Hall 202. Call for an appointment at 352.273.0248.

- **Step 6:** Apply for a Visa:
  - The UFIC will send VISA information for the fall / spring one month past the application deadline. In summer, a visa is only required if you are not a USA citizen or if your stay in Europe is longer than 90 days.

- **Step 7:** Attend the **MANDATORY** sessions as scheduled:

  1. Internship Seminar: ____________________________
  2. Pre-departure Date: ____________________________
  3. Survival Session Date: ____________________________