You’ve decided to study abroad on the UF in Rome 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/Rome.asp](http://warrington.ufl.edu/undergraduate/myheavener/intl/outgoing/Rome.asp) and click the blue “Apply Now” button. Login using your GatorLink username. Select desired term and click “Apply.”
  - Fill out the Application Questionnaires and complete all of the Signature Documents.
  - Take the advising form with 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)
  - Bring passport to our office to be scanned or email a color scan to: lucy.dileo@warrington.ufl.edu

- **Step 4:** Apply for study abroad 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: [www.iie.org/en/Programs/Gilman-Scholarship-Program](http://www.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 required St. John’s forms packet and return to Lucy DiLeo in 301 Heavener Hall.
  - 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 the summer, a visa is only required if you are not a USA citizen or if your entire stay in Europe is longer than 90 days.

- **Step 7:** Attend the MANDATORY sessions as scheduled:
  1. Internship Seminar: ______________________________ if applicable
  2. Pre-departure Date: ______________________________
  3. Survival Session Date: ______________________________