You’ve decided to study abroad on the UF in Dublin 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/Dublin.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

__________ Bring passport to our office to be scanned or email a color scan to: lucy.dileo@warrington.ufl.edu

☐ 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
- Apply for a UFIC scholarship: 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
- CAPA scholarships - Dublin: https://www.capa.org/study-abroad/financing-and-scholarships

☐ Step 5: Complete CAPA online internship application

1. APPLY ONLINE: http://go.capa.org/UFDublinApp
2. Create a CV or resume and cover letter for internship – follow guidance: http://programs.capa.org/int
4. Obtain police background check: Go to www.gainesvillepd.org, click on Virtual Front Desk, and click on Background Check. Place order online by clicking the Background Check Request, completing the form, indicating you are requesting the report and paying the fee. Then, scan and upload it to the CAPA site.
5. Transcript, scan of passport and photo – HSB will take of this.

☐ Step 6: Complete the following required items for your program:

__________ Complete and turn in the SUNY Oswego Transcript Request form to 301 Heavener Hall.

__________ Turn in completed UF Study Abroad Budget Worksheet to 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 7: Attend the MANDATORY sessions as scheduled:

- Internship Seminar: ________________________________
- Pre-departure Date: ________________________________
- Survival Session Date: ________________________________