

You've decided to study abroad on Exchange. What's next?

QUALIFY

- Step 1: Apply for a passport and/or submit a scan of your current passport
 - You must have a valid passport and it must not expire within six months of your expected return date.
 - Visit <http://passports.state.gov> and follow the steps to apply for a new passport or to renew your U.S.A. passport. UF Mail & Document Services offers passport support on campus: <http://maildocserv.ufl.edu/Passport/Introduction.aspx>
 - Submit a color scan of your valid passport to international.business@warrington.ufl.edu prior to the program deadline. You may also submit your passport in person by visiting Heavener Hall, room 301 between 9am to 5pm. (No appointment necessary)
- Step 2: Ensure that you meet the academic requirements for exchange study
 - Students must have a 3.0 UF GPA, be free of academic holds, and must be on-track.
 - Non-business students are eligible to participate in most business exchange programs, but business students get first priority.

RESEARCH

- Step 3: Investigate international partner schools
 - Go to <https://warrington.ufl.edu/undergraduate-international-study/outgoing/exchange/>.
 - Investigate location, term dates, budget, transportation, visa regulations, travel & housing.
 - Attend the Global Gathering: Date: _____ Time: _____ Room: _____
- Step 4: Investigate target courses at international partner school and develop a course plan
 - Refer to program websites for courses offered in previous terms. (Future terms usually not available)
 - Identify established UF equivalencies and/or submit equivalency request (Requires syllabus and equivalency form): <https://warrington.ufl.edu/undergraduate-current-students/academic-advising/course-equivalencies/>
 - Develop a list of 6-10 courses you are interested in taking during your exchange term.
 - Develop an academic plan for your remaining semesters at UF incorporating your exchange semester.
 - Please note that exchange programs are not suitable for students who need specific courses abroad.

APPLY

- Step 5: Meet with Heavener International Programs study abroad advisor (Business School)
 - Call 352-273-0151 to schedule a 30 minute appointment with an SA Advisor in HVNR 301.
 - Bring passport, course selections, and academic plan to the appointment if possible.
 - Start the **Academic Advising Form** in this meeting with your SA Advisor.
 - Acquire approval from respective departments for all academic coursework you are taking abroad.
 - Complete the **Academic Advising Form** with your college.
- Step 6: Take profile photo in Heavener International Programs office
 - This photo should be taken during your advising appointment and will be used for identification purposes.
- Step 7: Complete online application with the University of Florida International Center (UFIC)
 - Go to <https://internationalcenter.ufl.edu/study-abroad>
 - Search for your study abroad program and select "**Apply Now.**"
 - Login using your **GatorLink** username and password.
 - Complete all **Application Questionnaires** and **Signature Documents**.
- Step 8: Submit documents & deposit to the University of Florida International Center (UFIC)
 - Submit the **Academic Advising Form** and the **Deposit of \$375** (check/money order) to the UF International Center, located in 170 HUB, or pay online via the study abroad application website, within **TWENTY ONE** days of starting the application.

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APPLY

Step 9: Submit Study Abroad Budget Sheet

- Assess UF costs and cost of your exchange semester using estimated budgets on the program page.
- Assess the financial resources you will use to pay for program costs and verify that you have the appropriate funds by signing the bottom of the form. *Note: Visa applications often require financial documentation.*
- Submit completed **Study Abroad Budget Sheet** by sending scan to international.business@warrington.ufl.edu or bringing it in person to HVNR 301.

Step 10: Apply for scholarships and develop essays with UF Writing Center

- Scholarship information can be found on the WCBA and UFIC websites:
- Business: warrington.ufl.edu/undergraduate-international-study/outgoing/scholarships-and-financial-aid/
- UFIC: <https://internationalcenter.ufl.edu/study-abroad/scholarships>
- If Pell Grant eligible, consider applying for the **Benjamin Gilman scholarship**.

Step 11: Validate nomination with the UF International Center advisor in 170 HUB

- Visit the UFIC advisor for your prospective host country. You can identify the advisor for your region and schedule an appointment with the UFIC advisor online: <https://internationalcenter.ufl.edu/study-abroad/make-appointment>
- Confirm the date when your UFIC advisor will nominate you to the partner school.

Step 12: IMPORTANT – Satisfy all application requirements of partner school

- Research the application process using the host university's website. The student is responsible for understanding all application procedures of the host university. Typically, students will receive application materials by email after being nominated. Be sure to check UF email regularly.

Step 13: Apply for a visa in consultation with partner school and UFIC advisor

- Partner schools typically send students visa information in the application packet.
- Apply for a visa in consultation with advisors in the UFIC. Visas are required for most programs.

Step 14: Arrange your flight after confirming acceptance to the program

- Purchase flight to destination after you are approved by the partner school and have confirmed your visa.
- Send flight itinerary to international.business@warrington.ufl.edu

Step 15: Make housing arrangements after being accepted to the program

- Confirm host university housing (recommended) or use university-recommended housing websites.
 - Post sublease on Off Campus Life: <https://housing.offcampus.ufl.edu/property/search>
- If in UF Housing contract, obtain a letter of release from the International Programs Office in HVNR 301.

Step 16: Complete first two assignments on Global Scholars Course Canvas course page

- You will be added to Global Scholars Course Canvas page once you are approved for the program.
- Complete first two assignments prior to orientation **1.)Country/Institution Profile 2.) Goal Setting**

Step 17: Attend the MANDATORY Business Exchange Orientation and Strategy Meetings

- **IMPORTANT:** Students are required to attend the pre-departure and strategy meeting given by Heavener International Programs. Attending these meetings satisfies the UFIC requirement.

Heavener Exchange Pre-departure Meeting: Date: _____ Time: _____ Room: _____

Heavener Exchange Strategy Meeting: Date: _____ Time: _____ Room: _____

CONFIRM