

## Study Away Checklist

### **Step 1 —Before applying:**

- Carefully review the information on the UAF Study Away Program website.
- Attend an information session if possible.
- Log in to the UAF Study Away Portal and complete the program match quiz
- Meet with the Study Away advisor to discuss program selection.
- Meet with your academic advisor to discuss how your study away plans fit into your UAF degree program.
- Talk with visiting exchange students and/or returned UAF students about the programs or locations you're interested in.
- Identify any scholarship opportunities you may be eligible for and note the application deadlines and procedures.
- If planning to apply for an international program, first apply for a passport if you don't have one yet.

### **Step 2 — UAF application:**

- In the UAF Study Away Portal, select the program and term you want to apply for and start an application. You only need to fill out one application; for exchange programs you will be able to select alternate programs in case you don't get your first choice.
- All programs require the submission of two recommendations, including at least one from a UAF instructor. Plan ahead and contact your recommenders early to give them plenty of time to complete the recommendation for you.
- Pay the \$50 non-refundable application fee and submit your application by the deadline. Monitor your UA email account for notifications about next steps.

### Step 3 —External application:

- All study away participants need to complete a second external application to complete enrollment in the host school or program.
  - National Student Exchange: Once the UAF Study Away advisor has confirmed your placement, you will receive a “Placement Acceptance Form” to sign electronically, and within a few weeks you will be contacted directly by the host school with application instructions.
  - International exchanges: After the UAF Study Away advisor has nominated you to the host school, you will receive host school application instructions either from the Study Away advisor or directly from the host school.
  - International affiliate programs: You can complete your application on the program provider website at the same time as your UAF application, or any time before the deadline. Unlike with exchange programs, you do not need to wait to receive instructions first.

### Step 4 — Preparing for your program:

- Consult with the Study Away advisor and your academic advisor to determine how your courses will transfer back to UAF, and get courses approved by departments as needed.
- Follow host school or program instructions to:
  - Register for classes
  - Apply for housing
  - Apply for a student visa (if needed)
  - Complete other host school/program requirements
- Complete the pre-departure paperwork that appears in your UAF Study Away Portal account after your participation is confirmed.
- Attend the study away pre-departure orientation session scheduled near the end of the term prior to your time away.
- Plan and book your travel to your study away location!