

## Exchange: Germany: Biberach University of Applied Science

### Summer 2018 Pre-Departure Task List

#### ■ Have your passport ready! (<http://passport.unl.edu>)

*Keep in mind the 4-6 weeks that your passport takes to get sent to you – you may want to pay the extra fees to have the passport expedited (an expedited passport takes approx. 3 weeks)*

**Due Date:** Passport information needs to be uploaded to MyWorld **BY March 16, 2018 under the “\*Passport Information” Questionnaire**. Please contact Haley French-Sloan at the Education Abroad Office if you will be unable to meet this deadline.

#### ■ Complete the Health Clearance Process! (<http://educationabroad.unl.edu/health-safety>)

- Electronically sign the “Health Clearance Notification” document and the “Health Clearance Requirement (STUDENT)” on MyWorld
- Complete the Confidential Health History Form (this will not be shared with our office – only with your health care provider)
- Make an appointment with your health care provider (some students go to the Travel Clinic at the University Health Center. You can also go to your local physician)
- Take the Health Clearance Form with you to your appointment. Have your physician complete the form, and return the form to the Education Abroad Office front desk

**Due Date(s): Monday, April 23<sup>rd</sup>**

#### ■ Your flight!

Please upload your flight information into your MyWorld questionnaire. Please be sure to fill out the “+Copy of Flight Itinerary”, “+Outbound Flight Itinerary”, and “+Return Flight Itinerary” Questionnaires.

**Due Date: Monday, April 23<sup>rd</sup>, 2018**

#### ■ Enroll in Special Course Waiver (SPCW)

- Instructions on doing so will be sent to you via email.

**Due Date: Monday, April 23<sup>rd</sup>.**

#### ■ Upload a Copy of Your United Healthcare Global Student Insurance Card (PROGRAM DATES)

The UNL Education Abroad Office will enroll you in United Healthcare Global Student Insurance. Once we enroll you in insurance you will receive an email from United Healthcare Global which will contain your international insurance card. Please print your card and upload a copy of this card to your MyWorld application.

**Due Date: April 30, 2018**

#### ■ Complete your “Power of Attorney” agreement (optional, but recommended)

If you would like to designate someone to be your Power of Attorney (POA) while abroad, please make an appointment at the Student Legal Services Office in the Union. It will take about

15 min. to draft a POA, and is free of charge. All you will need is the general contact information of your POA (i.e. full name, phone number, address, etc.). If you complete a POA, please bring a copy of the POA to the Education Abroad Office. Give the original copy to your designated POA.

**Due Date: April 30, 2018**

■ **Complete all other questionnaires, materials, and signature documents** within your MyWorld Application

- U.S. Department of State and CDC Follow-Up\*
- Centers for Disease Control (CDC) website\*
- Creating **AND** Updating Your Itinerary Record in MyWorld\*
- Education Abroad Agreement\*
- US State Department Information\*
- University of Nebraska Travel Warning Policy\*
- Using Financial Aid\*
- Creating a Culture of Safety: A Practical Guide to Going Abroad\*
- United Healthcare Global Health Insurance Coverage + Political Security & Natural Disaster Services\*

\*All above items are due at least two weeks prior to your program's departure on **May 5th 2018** however it is suggested that you begin completing this items as soon as possible

■ **Are you using Financial Aid or UNL renewable scholarships for the program?**

*If no, you do not need to take any action in regards to this step.*

*If yes...*

- Download the Complete the "Adjustment to Cost of Attendance Form" from the Announcements Section of your MyWorld & complete your information at the top
- Make an appointment at the Office of Scholarships & Financial Aid with Anna Plank, Tabitha Haynes, Summer Woolsey, or Richelle Saalfeld – mention you want to discuss using Financial Aid and/or UNL Renewable Scholarships for your study abroad program
- Take the Complete "Adjustment to Cost of Attendance Form" with you to your appointment
- Anna, Tabitha, Summer, or Richelle will use this form to evaluate your Financial package and inform you how your current aid/scholarships will apply to this program

Office of Scholarships & Financial Aid 12 Canfield      402-472-2030 financialaid@unl.edu
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■ **Attend Pre-Departure Orientation (required)**

- Throughout the spring semester the faculty leaders along with the Education Abroad Office will hold pre-departure meetings as well as a pre-departure orientation. These dates/times will be sent via email. **Please note that you are required to attend a pre-departure orientation – if you miss the class meeting the day the Education Abroad Office delivers this orientation you will be required to attend a makeup session.**

**UNL EDUCATION ABROAD**

**website: [educationabroad.unl.edu](http://educationabroad.unl.edu)**

**phone: 402-472-5358**

**email: [educationabroad@unl.edu](mailto:educationabroad@unl.edu)**