UNL EDUCATION ABROAD **phone: 402-472-5358**

website: educationabroad.unl.edu **email: educationabroad@unl.edu**

UNL Faculty-Led: Japan: Nutrition, Exercise, Food, and Culture

Summer 2018 Pre-Departure Task List

- Commit to your program on MyWorld and electronically sign the "Committing to a UNL Program" document ASAP!

- Apply for your passport! (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.**

- Complete all forms and items within the International Studies Abroad (ISA) portal (email LeeAnn Hill at lhill@studiesabroad.com with questions)
  - Student Code of Conduct Form
  - Medical History Form
  - Travel Responsibility and Release Form
  - Housing Contract/Roommate Request Form
  - Passport Copy
  - Profile Photo
  - Insurance Info

  Due Date: March 16, 2018

- Enroll in UNL Course(s)
  - All students are required to enroll in the summer 2018 course associated with this program, NUTR 496: Independent Study.

  Due Date: March 20, 2018 (registration for summer 2018 opens on March 5, 2018)

- 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):
  - Two months prior to departure if you **DO** need accommodations: March 14, 2018
  - One month prior to departure if you **DO NOT** need accommodations: April 14, 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*
  - Using Financial Aid*
  - Creating a Culture of Safety: A Practical Guide to Going Abroad*

  *All above items are due at least two weeks prior to your program's departure on **April 30, 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

- 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. Meeting 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.**

Deadline Summary:

March 14: Health Clearance Form due to the Education Abroad Office if you do need acommodations

March 16: Passport information due on MyWorld, all forms due to ISA in the ISA portal

March 20: Deadline to register for summer course

April 14: Health Clearance Form due to the Education Abroad Office if you do not need accommodations

April 30: All items in MyWorld application must be complete

Other:

- Office of Scholarships and Financial Aid document needs to be completed prior to departure (you can complete this any time in the spring semster – the earlier, the better!)
- Pre-Departure Orientation is currently TBD but will likely be in April