

# TASKS AND DEADLINES:

## “SPRING SEMESTER IN BERLIN” PROGRAM SPRING 2018

**8/21** Deposit Deadline: \$500 check or money order payable to UNL – submit to the Education Abroad office. Students can also pay by credit card on MyWorld.

**8/30 FIRST BERLIN MEETING:** WEDNESDAY, 3:30 p.m., 1126 Oldfather Hall.  
**\*IF YOU DO NOT YET HAVE A PASSPORT, ORDER IT IMMEDIATELY!\***

Visit UNL Passport Services University of Nebraska–Lincoln  
1700 Y Street Room 106 402-472-7446  
passport.unl.edu

**\*By second meeting, students need to let Professor Hayden-Roy know if they are interested in a summer internship. And if so, in what area?\***

**9/13 SECOND BERLIN MEETING:** WEDNESDAY, 3:30 p.m., TBD.

**\*Prior to third meeting, students need to meet with Professor Hayden-Roy to complete the Pre-Departure Credit Form.\***

**10/1** Education Abroad Office scholarship deadline (spring semester 2018)

**10/11 THIRD BERLIN MEETING:** WEDNESDAY, 3:30 p.m., TBD.

**10/15 \*DEADLINE TO UPLOAD SCANNED COPY OF PASSPORT TO MYWORLD APPLICATION\***

**10/15** If you have a contract with UNL Housing, notify UNL Housing by this date that you are going abroad in the spring 2018 semester. If you marked in MyWorld that you planned to break your contract with UNL Housing, the Education Abroad Office will send an email on your behalf verifying that you are going abroad.

**10/20 \*DEADLINE to submit Health Clearance Form to Education Abroad Office if accommodations requested.\***

**10/25 FOURTH BERLIN MEETING:** WEDNESDAY, 3:30 p.m., TBD.  
**\*DEADLINE TO PURCHASE INTERNATIONAL AIRFARE AND UPLOAD ITINERARY TO MYWORLD\***

By this date you must register for GERM 322 through MyRed; you will receive a permission code from DMLL in the week before this date. GERM 322 is regular UNL class, which is offered for a grade. This class is required of all participants on the spring program, and you will be billed for 3 credit hours of UNL tuition and fees.

By this date you must also register for SPCW 200 through MyRED; you will receive a permission code from the Education Abroad Office prior to this date. This “Special Waiver Code” is a placeholder to show that you are registered full-time and plan to transfer credits to UNL from a foreign institution. You will not be billed for UNL tuition and fees for SPCW 200.

*11/1* If you plan to use scholarship and/or financial aid, meet with the Office of Scholarships & Financial Aid and download the “Adjustment to Cost of Attendance” form. (form available in MyWorld application under “Announcements”)

Visit UNL Office of Scholarships and Financial Aid  
12 Canfield Administration 402-472-2030  
financial.unl.edu

*11/8* **FIFTH BERLIN MEETING:** WEDNESDAY, 3:30 p.m., TBD  
**\*ALL MY WORLD APPLICATION ITEMS MUST BE COMPLETE\***

*11/17* **\*DEADLINE to submit Health Clearance Form to Education Abroad Office if no accommodations requested.\***

*11/29* **SIXTH BERLIN MEETING:** WEDNESDAY, 3:30 p.m., TBD.  
**\*LANGUAGE CONTRACT MUST BE COMPLETE\***

*12/8* Education Abroad Office will enroll all students in **S.T.E.P. (Smart Traveler Enrollment Program)** to reflect participation in the program.

Billable expenses posted in MyRed in mid- January and payment due for spring semester program on *2/12/18*.

#### **REMINDERS WHILE ABROAD:**

- It is **required** that you register all independent travel within MyWorld (i.e. plans during independent travel breaks, travel *before* the start of the program and travel *after* the program has been completed)
- It is ***strongly, strongly, strongly encouraged*** that you are enrolled in insurance for any independent travel outside of the program dates.

**#HuskersAbroad**