

## UNL Faculty-Led: England: Teaching English Language Learners in the UK

### Summer 2018 Pre-Departure Task List

#### ■ 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 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 10, 2018**
- One month prior to departure if you **DO NOT** need accommodations: **April 10, 2018**

#### ■ Book your flight!

Please note that students book their own airfare for this program! Students should depart the U.S. no later than May 10, 2018 to **arrive in London by May 11, 2018**. The program ends on May 20, 2018. If students would like to fly with the faculty leaders, here is their flight itinerary:

May 10<sup>th</sup>

Lincoln: leave 10:47 am to Minneapolis (Delta flight 5310)

Arrive in Minneapolis 12:06

Leave Minneapolis at 5:42 (Delta flight 10)

Arrive in London at 7:55am (May 11<sup>th</sup>)

May 20<sup>th</sup>

London: leave at 2:05 to Atlanta (Delta flight 33)

Arrive in Atlanta at 6:25 pm

Leave Atlanta at 9:05 (Delta flight 5006)

Arrive in Lincoln at 10:30 (May 21)

Please book your flight and 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: April 10, 2018**

■ **Enroll in UNL Course(s)**

- All students are required to enroll in the summer 2018 course associated with this program, TEAC 413E: SPECIAL TOPICS IN TEACHING ESL

**Due Date: March 30, 2018**

■ **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 26, 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 26, 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 **April 26, 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

**UNL EDUCATION ABROAD**

**phone: 402-472-5358**

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

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

- 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](mailto: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. 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.**