

Study Abroad Checklist

Affiliate Study Abroad Programs

CONTACT

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RIT DEADLINES

Summer Programs - March 15th
Fall Semester Programs - March 15th
Spring Semester Programs - October 1st

To Apply Complete these steps by your application deadline (above).

- Schedule a meeting with Study Abroad Advisor Roseanne DiFlorio.**
To go over initial steps. Make an appointment at www.rit.edu/global/AdvisorMeeting
- Complete and submit the RIT Compass application.**
Go to rit.edu/StudyAbroad and click on the Compass icon. Login with your RIT username and password and click on the 'Search Programs' tab to find your program and apply.
- Go to the affiliate website and complete the affiliate application by their required deadline.**
Your affiliate's deadline may be different than the deadline listed above. Also, don't forget to apply for affiliate scholarships in your application.
- HIGH PRIORITY Discuss the courses you plan to take abroad with your academic advisor and add your courses to the 'My Study Abroad Courses' page in your Compass account (using the 'My Coursework' tab).**
This process helps you determine what the equivalent RIT course is for each study abroad course. It is recommended that you add double the amount of courses you plan to take abroad, in case not all first choice courses are available.
- Ensure you have uploaded your COVID-19 vaccination status to the RIT COVID-19 Vaccination Information website (rit.edu/ready/covid-19-vaccine-information)**
In order to be eligible to study abroad, all students must be vaccinated against COVID-19 or have a valid RIT exemption.
- Once you receive your budget worksheet, make an appointment with your RIT Financial Aid Assistant Director to understand what aid is available to you.**
Call (585) 475-2186 to make an appointment, mention that it is for study abroad and provide your financial aid assistant director a copy of your budget worksheet at least 48 hours in advance. Your budget worksheet will outline program costs including tuition, housing, program fees, an RIT external program fee and out-of-pocket expenses.
- Explore study abroad scholarship options**
www.rit.edu/global/international-fellowships-overview. Note that scholarship deadlines tend to be early. Email global@rit.edu if you would like to make an appointment with a study abroad scholarship advisor for help with essays.

After You're Accepted to your affiliate program

- Confirm your participation in the program by paying your non-refundable deposit directly to the affiliate.**
Make sure you have read and understand your affiliate's cancellation and refund policy.
- Work with your affiliate to make any necessary visa arrangements.**
- Complete the passport information in the 'My Profile' tab in your Compass home page.**
- Attend the mandatory Bon Voyage meeting.** You will be emailed meeting details and registration link.
- Visit the Preparing to Go section at rit.edu/StudyAbroad**
For important resources on host country research, health/safety, banking, communication and diversity abroad.
- Enroll in the U.S. State Department Smart Traveler Enrollment Program (STEP)**
This registers your travel with the US Embassy in case of an emergency (step.state.gov).
- Adjust your Rochester housing arrangements as needed.**
Contact RIT Housing or your landlord.
- Pay the remainder of your program fee which will be billed to your RIT student account.**
Do not pay the remainder directly to the affiliate. It will be billed to your RIT student account.
- Complete the RIT Pre-Study Abroad Survey**
The Study Abroad office will email you a link shortly before your program departure.

(OVER)

While You're Abroad

- HIGH PRIORITY** Email a copy of your final class schedule to study abroad advisor Roseanne DiFlorio (roseanne.diflorio@rit.edu) and your academic advisor.
- Let your affiliate know that your overseas transcripts should be sent directly to our office at the completion of your program. *Note that transcripts usually arrive to RIT several months after your program ends.* Have transcripts sent to: Roseanne DiFlorio - RIT Education Abroad, 6000 Reynolds Dr. #5007, Rochester, NY 14623

When You Return

- Complete the RIT Post-Study Abroad survey - you will receive an email with a link once you return.
- Attend a mandatory Global Engagement Workshop. You will receive an email with date, time and location.
- About three months after you return, check SIS to see if your study abroad grades have been posted. If they have not, email Roseanne.DiFlorio@rit.edu to check on the status of your transcript.
- Participate in the Study Abroad Symposium and ROC Your Global Future conference that take place each fall (watch for emails with info.)
- Be a guest blogger or featured student on RIT Education Abroad social media - email michelle.fitz@rit.edu if you're interested.
- Connect with us on LinkedIn (@RITGlobal) to start building an international professional network.

IMPORTANT INFORMATION

Course Pre-Approval Process:

Using the 'My Coursework' tab in the Compass, check to see if the courses you want to take are listed in the Study Abroad Course Equivalencies database. If they are available, simply add them to your My Study Abroad Courses page. If not, use the Request New Course Approval button on the My Study Abroad Courses page to submit new courses for review. This review process will determine what the equivalent RIT course is for the proposed study abroad course. The review process can take up to 4 weeks.

Budget Worksheet:

This document details the exact and estimated costs of your program and is provided by the RIT Education Abroad office. If you would like to use financial aid (federal and local grants, scholarships and loans) towards your study abroad program costs, set up a meeting with your RIT Financial Aid Assistant Director before your application deadline. Provide a copy of the budget worksheet to the financial aid office at least 2 days prior to your scheduled appointment.

Withdrawing Your Application(s):

If you decide that you are not going abroad, you will need to withdraw any applications or else you WILL be billed for erroneous study abroad charges. If your application is 'Incomplete' go in to your Compass account, click "Withdraw" and provide a reason for your withdrawal. If your application is 'Pending' email global@rit.edu to have your application withdrawn by an administrator.

Billing:

All charges you can expect to be billed are outlined on your Budget Worksheet. The RIT Education Abroad office will work with RIT Student Financial Services to list the study abroad charges on your eServices account on normal RIT billing dates. Payments can be made online or in person and are due on normal RIT due dates. If you would like to request a payment schedule, contact Student Financial Services. For affiliate programs, please remember that while you pay your deposit directly to the affiliate, the remainder of your program fee is paid directly to RIT through your eServices account and should not be paid to the affiliate directly.

Registration:

The Education Abroad office will register you at RIT for placeholder courses for the total number of credits you will be taking abroad. (ex. Study Abroad-Italy 3 credits). In most cases, you will not be able to register for your actual courses until you arrive in country. Once you arrive in country and finalize your schedule it is extremely important that you email Roseanne DiFlorio the final list of courses you will be taking.

Grading:

The RIT Education Abroad office will receive a transcript from your program with letter grades listed for each of the classes you took abroad (please note that this may be several months after your program ends). The Education Abroad office will then process those grades as either pass/fail at RIT. A **passing grade is C or above** for affiliate study abroad courses. **A C minus or below will be considered a failing grade.** Passing grades don't count in your GPA but failing ones do.