STUDENT APPLICATION CHECKLIST

**Instructions:** All these steps are mandatory. Application deadlines will vary per program. Please adhere to the deadlines outlined by the Faculty Director.
It is recommended that you also watch a short application tutorial - [click here](#).

- Complete and submit the RIT Compass application.
  Visit [studyabroad.rit.edu](http://studyabroad.rit.edu) and login to the Compass with your RIT username and password. Click on the Search Programs tab and use the keyword box to find your program. Start an application for the appropriate term and complete all steps. You will be notified of acceptance decisions a few weeks after the program application deadline.

- Meet with your Academic Advisor(s) to ensure that the study abroad course(s) fit into your program of study.

- Once you receive a budget worksheet from the Faculty Director or Study Abroad office, make an appointment with your Financial Aid advisor to understand what aid is available to you.
  Call (585) 475-2186 to make an appointment, mention that it is for study abroad and send your advisor a copy of your budget worksheet a few days in advance. Please see your financial aid advisor PRIOR to the program application deadline so that when acceptance decisions are made, you already know if you have appropriate finances available.

- If you will require RIT Access Services support, make an appointment with them to discuss your needs.
  Email Anglea Hauser at abhdis@ntid.rit.edu prior to the application deadline.

- Talk with your family and support system about your plans to study abroad.
  Have conversations about finances and other commitments that you should prepare for. Directing them to the Parent section of our website is a good place to start ([rit.edu/global/welcome-parents](http://rit.edu/global/welcome-parents)).

- Explore possible scholarship options by visiting [fellowships.rit.edu](http://fellowships.rit.edu) and complete applications by their deadlines.
  Email [global@rit.edu](mailto:global@rit.edu) if you would like to make an appointment with a study abroad scholarship advisor for help with essays.

- When you are accepted into the program, log in to your Compass application and complete STEP 3 to confirm your participation by the deadline in your acceptance email.
  When you confirm your participation, your RIT eServices account will be billed a [non-refundable](#) program deposit.

- Complete your profile in the Compass by clicking on the My Profile tab on your home page.
  Includes uploading a copy of the picture page of your passport and emergency contact information.

- Visit the Preparing to Go section at [studyabroad.rit.edu](http://studyabroad.rit.edu).
  For important resources on host country research, health/safety, banking, communication and diversity abroad.

- Attend the mandatory Bon Voyage meeting.
  Your Faculty Director and/or Study Abroad office will contact you with a date, time and location.

- **If going to one of RIT’s Global Campuses in Croatia, Kosovo or Dubai, you may be required to submit visa paperwork.**
  You will receive detailed information about what paperwork is necessary and you will work directly with Study Abroad Advisor, Maureen Shannon, to complete the visa process.

- Enroll in the Smart Traveler Enrollment Program (STEP) to register your trip with the US Embassy in case of an emergency. [Go to step.state.gov](http://step.state.gov)

- Complete the RIT Pre-Study Abroad Survey
  The Study Abroad office will email you a link shortly before your program departure.

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**WHILE ABROAD**

- Tag us in your social media posts while abroad @RITStudyAbroad and #RITStudyAbroad.

**WHEN YOU RETURN**

- Complete the RIT Post-Study Abroad survey - you will receive an email with a link once you return.
- Attend re-entry events such as the Global Engagement Seminar or ROC Your Global Future regional conference for study abroad returnees. You will receive an email with dates, time and location. Email michelle.fitz@rit.edu for more information.
- Participate in the Study Abroad Symposium in November to showcase a class project, internship, research or volunteer experience with the RIT community. You will receive an email with more information about participating. Email michelle.fitz@rit.edu for more information.
- Become a Study Abroad Global Ambassador. Applications are open in August. Email global@rit.edu for more information.

**Budget Worksheet:** Details the costs of your program and is provided by the RIT Education Abroad office or your faculty director. To find out how your financial aid (federal and local grants, scholarships and loans) may apply towards your study abroad program costs, set up a meeting with your financial aid advisor BEFORE the application deadline. Provide a copy of the budget worksheet to the financial aid office at least 2 days prior to your scheduled appointment.

**Billing:** All charges you can expect to be billed are outlined on your Budget Worksheet. Your RIT student account will be billed for your **non-refundable** program deposit shortly after you confirm your participation in the program. The remainder of your program fee and tuition will be billed to your RIT student account on normal RIT billing dates.

**Course Registration:** You will be registered by your faculty director or college – you do not have to take any additional steps. Your class or classes will appear on SIS and you will be receiving letter grades that count towards your GPA. Grades will be added to SIS by your professor when the program ends.

**CONTACTS**

Your main contact will be the faculty director for the program you are interested in. They will be able to answer questions about the course(s), itinerary and program logistics.

<table>
<thead>
<tr>
<th>Jenny Sullivan</th>
<th>Director of Education Abroad &amp; International Fellowships</th>
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