

# Study Abroad Checklist

## Affiliate Study Abroad Programs

### CONTACT

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### RIT DEADLINES

Summer Programs - March 1st  
Fall Semester Programs - April 1st  
Spring Semester Programs - October 1st

### To Apply

Complete these steps by your application deadline (above).

- ☐ **Complete and submit the RIT Compass application.**  
Go to [rit.edu/StudyAbroad](https://rit.edu/StudyAbroad) and choose Compass: Search Programs and Apply under “Get Started”. Login with your RIT username and password and complete the registration/profile questions. Then 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 (‘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. For further instructions visit: [bit.ly/StudyAbroad\\_CourseApproval](https://bit.ly/StudyAbroad_CourseApproval)
- ☐ **If you will require RIT Access Services, contact them to discuss your needs.**  
Email - Interpreting: [DAS\\_StudyAbroad@rit.edu](mailto:DAS_StudyAbroad@rit.edu); Captioning: [RTCNTAdmin@rit.edu](mailto:RTCNTAdmin@rit.edu)
- ☐ **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.
- ☐ **Explore study abroad scholarship options** [www.rit.edu/studyabroad/scholarships](https://www.rit.edu/studyabroad/scholarships)
- ☐ **Keep your family in the loop.** Share your plans with them and have conversations about finances, your health and identity abroad, and direct them to the parent section of the RIT study abroad website - [www.rit.edu/studyabroad/resources-parents](https://www.rit.edu/studyabroad/resources-parents).

### After You’re Accepted

to your affiliate program

- ☐ **Email your acceptance letter to [global@rit.edu](mailto:global@rit.edu)**
- ☐ **Log in to your Compass application and complete STEP 4 to confirm participation in your affiliate program with the RIT Education Abroad office.**  
Watch for an email from RIT Education Abroad a couple weeks after the application deadline. The confirmation deadline will be stated in your RIT acceptance email. By confirming your participation, you agree to be billed on your RIT eServices account for the expenses as indicated on your budget worksheet and will be subject to the affiliate provider’s cancellation/withdraw/refund policies.
- ☐ **Confirm your participation with your affiliate and pay a 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.**
- ☐ **If you need any disability services support, let your affiliate provider know your needs and complete their process for requesting support.**
- ☐ **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](https://rit.edu/StudyAbroad)**  
For resources on host country research, health/safety, banking, communication and identity abroad. [rit.edu/studyabroad/preparing-to-go](https://rit.edu/studyabroad/preparing-to-go)
- ☐ **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](https://step.state.gov)).
- ☐ **Adjust your Rochester housing arrangements as needed.** Contact RIT Housing or your landlord.
- ☐ **Pay the remainder of program costs 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** Watch for an email shortly before your program departure.

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# While You're Abroad

- ☐ **HIGH PRIORITY** Email a copy of your final class schedule to study abroad advisor Roseanne Hernandez (roseanne.hernandez@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 Hernandez- RIT Education Abroad, 6000 Reynolds Dr. #5007, Rochester, NY 14623

# When You Return

- ☐ Complete the RIT Post Abroad Survey. Watch for an email shortly after your program return.
- ☐ Utilize the When You Return Resources at [rit.edu/studyabroad/resources-returned-students](https://rit.edu/studyabroad/resources-returned-students)
- ☐ About three months after you return, check SIS to see if your study abroad grades have been posted. If they

# 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, 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 6 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](mailto: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 - 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 Hernandez 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.**