

Student Application Checklist

Note: Application deadlines will vary per program. Please adhere to the deadlines outlined by the Faculty Director.

To Apply

Complete these steps by the application deadline for your program.

- ☐ **Let your Academic Advisor(s) know you are interested in your study abroad program (and what course(s) you will be taking) to ensure that the study abroad course(s) fit into your degree requirements.**
- ☐ **Complete and submit the RIT Compass application.**
Go to rit.edu/StudyAbroad/Compass to login with your regular RIT username and password. If it's your first time logging into the Compass you will be asked some questions to complete your registration/profile. Then you must click on the "Search Programs" tab to find your program and apply.
- ☐ **If you would need RIT Access Services support while studying abroad, contact them to discuss your needs.**
Email - Interpreting: DAS_StudyAbroad@rit.edu; Captioning: RTCNTAdmin@rit.edu. Note that RIT Access Services support is typically provided for RIT Faculty-Led programs.
- ☐ **If you receive Disability Services support at RIT, contact them to explore what your needs may be.**
Email Disability Services: dso@rit.edu and email faculty-led program manager, Jude Kamel-Frank at jkfiegp@rit.edu.
- ☐ **Download a copy of the budget worksheet for your program and make an appointment with your RIT Financial Aid Assistant Director to understand what aid is available to you.**
You'll find the budget worksheet on the program page in the Compass. Call (585) 475-2186 to make an appointment, mention that it is for study abroad and provide financial aid a copy of your budget worksheet at least 48 hours in advance. Have this meeting PRIOR to the program application deadline so when acceptance decisions are made, you know if you have the appropriate finances available.
- ☐ **Explore study abroad scholarship options**
www.rit.edu/studyabroad/scholarships-study-abroad. Note that scholarship deadlines tend to be early.
- ☐ **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

After You're Accepted

to your Faculty-Led Program

- ☐ **Log in to your Compass application and complete STEP 3 to confirm your participation by the deadline in your acceptance email.**
By confirming your participation, you agree to be billed and pay for the program (including a non-refundable deposit).
IMPORTANT: Be sure to read the refund and cancellation policy carefully.
- ☐ **If you receive Disability Services support at RIT, provide your DSO eligibility letter to RIT Education Abroad**
Email Jude Kamel-Frank (jkfiegp@rit.edu). Students with DSO-approved accommodations who want to use accommodations while studying abroad should provide the study abroad office with their RIT My DSO eligibility letter as soon as possible after signing their Compass confirmation contract, and no later than one week after signing.

After You've Confirmed Your Participation

- ☐ **Pay your non-refundable program deposit that will be billed to your RIT eServices account.**
- ☐ **Complete the passport information in the 'My Profile' tab in your Compass home page.**
If you don't have a valid passport, apply for one ASAP and be aware of the timeline to receive it. If you already have a passport, check the expiration date and make sure it is valid at least three months after you are expected to return from your program.
- ☐ **Complete visa paperwork (if necessary)**
Your faculty-director will notify you if visa paperwork is required. For short-term travel, visas are usually only required for non-U.S. citizens depending on the country and may require a fee.

After You've Confirmed Your Participation, Cont.

☐ Book your travel

Make sure you **wait until you get confirmation from your faculty director** to book any flights and ensure you know the correct arrival/departure program dates.

☐ Visit the Preparing to Go section at rit.edu/StudyAbroad

For important resources on host country research, health/safety, banking, communication and identity abroad.
rit.edu/studyabroad/preparing-to-go

☐ Attend the mandatory study abroad Bon Voyage pre-departure meeting

You will be emailed meeting details and registration link.

☐ Confirm enrollment and download insurance ID card from Chubb Educational Travel

During your program dates you will be covered by RIT's international health insurance provider, Chubb Educational Travel (no additional cost to you). You will receive an email from Chubb before you depart with your member ID numbers and instructions on how to confirm your enrollment and download your ID card.

☐ 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).

☐ Complete the RIT Pre-Study Abroad Survey

 Watch for an email shortly before your program departure.

IMPORTANT INFORMATION

Course Registration:

Your faculty director or Education Abroad office will register you for the class(es) you will take on your faculty-led program. NOTE: you are not able to register for your study abroad class(es) yourself in SIS.

Budget Worksheet:

Details the exact and estimated costs of your program and will be found on the program page in the Compass. If you would like to see if you can use financial aid (federal and local grants, scholarships and loans) towards your study abroad program costs, set up a meeting with RIT Financial Aid before your application deadline. Provide a copy of the budget worksheet to financial aid at least 2 days prior to your scheduled appointment.

Withdrawing Your Application(s):

If you decide that you are not going abroad, you must 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". 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. If you would like to request a payment schedule, contact Student Financial Services.

Grading:

You will receive an incomplete grade in SIS until the travel portion is successfully completed. You will receive letter grades which will count toward your GPA.

Contacts

MAIN CONTACT

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.

RIT EDUCATION ABROAD

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