

# RIT Faculty-Led Programs

# Student Application Checklist



Note: 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](#).

## To Apply

Complete these steps by the application deadline for your program.

- ☐ **Complete and submit the RIT Compass application.**  
Go to [rit.edu/StudyAbroad](http://rit.edu/StudyAbroad) and click on the Compass icon. Login with your RIT username and password and complete your registration/profile. Then click on the Search Programs tab to find your program and apply.
- ☐ **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.**
- ☐ **Once you receive your budget worksheet from the study abroad office, 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. Please have this meeting PRIOR to the program application deadline so that when acceptance decisions are made, you already know if you have the appropriate finances available.
- ☐ **If you will require RIT Access Services or Disability Services support, contact them to discuss your needs.**  
Access Services: email James Munro at [james.munro@rit.edu](mailto:james.munro@rit.edu). Disability Services: [dso@rit.edu](mailto:dso@rit.edu)
- ☐ **Explore study abroad scholarship options**  
[www.rit.edu/studyabroad/scholarships](http://www.rit.edu/studyabroad/scholarships). 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](http://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). **Be sure to read the refund and cancellation policy carefully.**
- ☐ **Apply for (or renew) your passport.**  
Passport processing times may take up to 12 weeks. If you already have a passport, check the expiration date - most countries require that your passport be valid at least six months beyond the dates of your travel.
- ☐ **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 small fee.
- ☐ **Complete the passport information in the 'My Profile' tab in your Compass home page.**
- ☐ **Attend the mandatory study abroad Bon Voyage meeting.** You will be emailed meeting details and registration link.
- ☐ **Visit the Preparing to Go section at [rit.edu/StudyAbroad](http://rit.edu/StudyAbroad)**  
For important resources on host country research, health/safety, banking, communication and identity abroad.  
[rit.edu/studyabroad/preparing-to-go](http://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](http://step.state.gov)).
- ☐ **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.

(Over)

## When You Return

- Visit the “When You Return” section of our website for resources on other international opportunities.  
[rit.edu/studyabroad/resources-returned-students](http://rit.edu/studyabroad/resources-returned-students)

## 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:

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. Payments can be made online or in person. If you would like to request a payment schedule, contact Student Financial Services.

### Grading:

You will receive letter grades which will count toward your GPA.

If part of your coursework is taking place in Rochester prior to the program travel, you will receive an Incomplete at the end of the term until the successful completion of the overseas portion and required reflection activities are completed.

## 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

[global@rit.edu](mailto:global@rit.edu)  
585-475-4466