

Study Abroad Checklist

RIT Global Campus Programs

RIT | Global
Education
Abroad

CONTACT

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RIT DEADLINES

Fall Semester Programs - April 1st
Spring Semester Programs - October 1st
Summer Programs - February 15th (Croatia);
Mid-March/early April (Kosovo)

To Apply Complete these steps by the deadline listed above.

- ☐ **Meet with your RIT study abroad advisor, Myles Chalue**
Make an appointment at rit.edu/StudyAbroad/AdvisorMeeting
- ☐ **Complete and submit the RIT Compass application.**
Go to rit.edu/StudyAbroad/Compass. 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.
- ☐ **Review the visa process and complete any necessary steps prior to the application deadline**
- ☐ **Discuss the courses you plan to take abroad with your academic advisor**
Find out what courses you still have left to fulfill towards your degree requirements (major courses, electives, gen ed, perspectives, immersion, etc.)
- ☐ **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 Global Campus programs.
- ☐ **If you receive Disability Services support at RIT, contact them to explore what your needs may be.**
Email Disability Services: dso@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. Your budget worksheet will outline program costs including tuition, housing, program fees, and out-of-pocket expenses.
- ☐ **Explore study abroad scholarship options**
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

After You're Accepted

- ☐ **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 are signing a contract in which you agree to be billed and pay for the program (including a non-refundable deposit) as well as the refund/cancellation policy for study abroad. **Read the refund and cancellation policy carefully.**
- ☐ **If you receive Disability Services support at RIT, provide your DSO eligibility letter to RIT Education Abroad**
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.
- ☐ **Pay your non-refundable program deposit that will be billed to your RIT eServices account.**

(OVER)

After You've Confirmed Your Participation

- ☐ **Submit all required visa documents to the Education Abroad Office.** Watch for important emails about visa steps.
- ☐ **Complete the Global Campus Study Abroad Course Pre-Approval Form with your academic advisor and email it to myles.chalue@rit.edu**
- ☐ **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 your passport. 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.
- ☐ **Book your travel**
Make sure you **wait until you get confirmation from your study abroad advisor** 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 and a mandatory Global Campus 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.
- ☐ **Adjust your Rochester housing arrangements as needed (semester programs)**
Contact RIT Housing or your landlord.
- ☐ **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

Choosing Your Courses & Registration

The RIT Education Abroad will register you for the classes you plan on taking on your Global Campus program (note: you are not able to register for these classes yourself in SIS). Fill out the course selection form provided by your study abroad advisor.

Grading

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

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.

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.

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.