

EAP PROCEDURES: SELECTION to DEPARTURE

Congratulations! You are preparing for one of the most important adventures of your life! But before you get on the plane, there are many details that must be completed.

- **Keep your advisor informed of your correct email, mailing address, and phone number** •
- **You must have an email account and check it frequently** •

1. Order your passport– now!

If you already have a passport, **check the expiration date now**. It must fall after the completion of the EAP program, and some countries require passports to be valid an additional 3 to 6 months after EAP. Information from your valid passport may be necessary several times before you depart. A renewed passport will have a different number. It can take as long as 8 weeks to get a new or renewed passport, so do not delay! To apply for a new or renewed US passport see: <http://travel.state.gov/>

- Expiration date of my passport: _____
- End date of my program: _____

If you are not a US citizen you must have a valid passport from your country of citizenship. This also applies to Permanent Residents. See the notes in #8 below, and see your EAP advisor if you have questions– don't delay.

2. Complete EAP country packets.

Selectees and alternates will be notified by email to pick up one or more country packets in the campus EAP office. Follow packet instructions very carefully and return the required forms by the **specified deadlines**, or you will risk dismissal from the program.

The packet deadlines for my program are:

- Host university forms: _____
- Standard EAP forms: _____
- Group flight reservation (if applicable): _____
- Transportation Intention form: _____ (usually 30 days before departure)
- Health Clearance form (2 copies): _____ (usually 30 days before departure)
- 1st EAP Payment (\$450 unless on full financial aid): _____
- Withdrawal deadline (with no financial penalty): _____
- Visa application deadline (if required for your country): _____
- Departure date: _____

3. Complete EAP Health Clearance.

The campus EAP office will tell you if this must be done at Student Health, or if it may be completed by your private physician. Some countries also require a SHS Travel Clinic appointment. Do not delay scheduling your appointments!

- My health clearance appointment(s): _____
- My Travel Clinic appointment (if required): _____
- Clearance form due at UOEAP: _____ (usually 30 days before departure)

4. Attend 2 mandatory Pre-departure Orientations.

- General Pre-departure Orientation date: _____
- Country Pre-departure Orientation date: _____

You may be asked to provide your class and work schedule to assist your advisor in planning your country-specific orientation. If so, please do so promptly.

- 5. Financial aid.**
File the FAFSA by the March deadline (<http://www.fafsa.ed.gov>) and verify with the Financial Aid Office that your file is complete.
- 6. Apply for Scholarships.**
Find out about the scholarships applicable to your program.
-Programs Abroad Office Scholarships deadline: _____
-Other Scholarship deadlines: _____
- 7. Final acceptance by the host university.**
You will be advised if the final decision on your participation in the program is made by the host university, and/or if your country requires a host university acceptance letter in order to get a student visa. In some cases, the final acceptance and the letter may arrive close to your visa application deadline or your departure time.
- 8. Apply for your student visa or entry permit (if required by your country)**
Be familiar with the requirements and timetable for the student visa, found in your EAP country packet. Be sure to apply for your visa in the correct time frame, not too early or too late. If you plan to travel abroad before the start of your program, be sure you understand the student visa timetable before making your travel plans. Some consulates keep your passport for several weeks when issuing a student visa.
- If you are not a US citizen, contact the consulate of your host country early to find out the requirements for students with your citizenship.
- 9. Bon voyage! Keep in touch!**