

Sponsored Student Checklist

WHAT TO DO		Program DUE DATES	
ONGOING		FALL	SPRING
<input type="checkbox"/>	Read emails from Program Provider/Host Institution and Study Abroad office for program updates, deadlines, and tips. Keep your parents informed with information about the program		
<input type="checkbox"/>	Research your host location and culture (news, articles, books, blogs, videos)		
<input type="checkbox"/>	Login to Gonzaga Study Abroad portal to check requirements at various times throughout the study abroad process. All requirements should be completed by listed due dates.	MAY 1	DEC 1
<input type="checkbox"/>	Make a budget. <i>Consider costs: Meals not included, weekend travel, entertainment, cultural activities, personal needs, school supplies, communication/data</i>		
FALL Programs: December, January, February		FALL	SPRING
<input type="checkbox"/>	Complete the sponsored program application through the Program Provider or Host Institution if applicable by Gonzaga deadlines.	MAR 1	OCT 1
<input type="checkbox"/>	Send Study Abroad Advisor program/university acceptance email to confirm participation.		
<input type="checkbox"/>	Check your passport! It should be valid until at least 6 months after your departure from the program. Apply for/Renew passport if needed: https://travel.state.gov/content/passports/en/passports/apply.html		
<input type="checkbox"/>	Research flight options: Skyscanner.com , Hopper.com , Kayak , Student Universe , STA Travel		
<input type="checkbox"/>	Familiarize yourself with the visa requirements and process		
<input type="checkbox"/>	Locate the following information from your Program Provider/Host Institution online & bookmark the pages for future use: <ul style="list-style-type: none"> Course search engine Semester calendar Immigration Information Accommodation details 		
<input type="checkbox"/>	If applicable, notify Residence Life about your study abroad plans		
FALL Programs: March & April		FALL	SPRING
<input type="checkbox"/>	Complete your Course Pre-Approval Form if applicable	MAY 1	DEC 1
<input type="checkbox"/>	Pay \$500 Program Deposit. <i>Deposit is refundable until November 15th for Spring Programs and June 1st for Fall Programs</i>	APR 1	NOV 15
<input type="checkbox"/>	Recommended to schedule a visit with the Health Center or Family Physician. If applicable, complete any Medical Clearances required by Program Provider or Host Institution.		
<input type="checkbox"/>	Gather documents and complete the visa process		
<input type="checkbox"/>	Purchase Flight once officially accepted to the program. Confirm arrival/departure dates.		
<input type="checkbox"/>	Attend Mandatory Pre-Departure Sessions. Spring Program Sessions: November Fall Program Sessions: March/April	APR 18 APR 25	NOV 14 NOV 28
<input type="checkbox"/>	Complete ALL requirements from Program Provider/Host Institution. This COULD include: <ul style="list-style-type: none"> Course Registration Enrolling in Insurance Submitting Arrival Details Uploading copies of Passport, Photos, Medical Clearance, Waivers 		
FALL Programs: May, June & July		FALL	SPRING
<input type="checkbox"/>	Complete the Gonzaga Study Abroad Application <ul style="list-style-type: none"> All Questionnaires, Learning Content, Assessments, and turn-in forms should be checked/marked as "Received" online. 	MAY 1	DEC 1
<input type="checkbox"/>	Talk to Academic Advisor about following semester courses as you will register for the next session while you're abroad.		
<input type="checkbox"/>	Pack: Program Provider/Host Institution should provide a suggested packing list <ul style="list-style-type: none"> Research weather, seasons & places you plan to travel Purchase necessary items as needed (adapter, converter, luggage lock, luggage liner) Download travel apps to phone/tablet (WhatsApp, Viber, Vox, Skype) 		
<input type="checkbox"/>	Pay final bill or make arrangements for installment plan to Gonzaga		