Dear EAP Selectees,

Congratulations again on your acceptance to UC’s Education Abroad Program! Please make sure that you have picked up your free EAP t-shirt from our front desk staff and wear it proudly both here and abroad!

We hope you all had a nice summer, and that your plans to go abroad are progressing. This letter outlines all of the next steps in the EAP pre-departure process. Please read it carefully and make note of the required orientations, processes and scholarship deadlines.

MANDATORY GENERAL PRE-DEPARTURE ORIENTATION

All 2013/14 EAP selectees must complete a MANDATORY online general orientation:

The online general orientation will teach you many things you will need to know to be successful abroad! Topics will include adjusting to life overseas, personal conduct issues, safety and security guidelines, and academic issues. You can access the online general orientation using the following link: [http://paoforms.ucsd.edu/GO3/index.htm](http://paoforms.ucsd.edu/GO3/index.htm). The deadline to complete it is Friday, December 20th.

MANDATORY COUNTRY ORIENTATIONS

All 2013/14 EAP selectees must also attend a country-specific orientation during which general and country-specific issues will be addressed. We will do our best to find a time suitable for everyone (study abroad participants, PAO staff, study abroad returnees, and/or international students from your host country). Your PAO Advisor will notify you via email about the schedule of your country orientation, which will be held during late Fall quarter.

PAO SCHOLARSHIP DEADLINE: Wednesday, October 30th

Applications are now available for the Friends of the International Center Scholarships. To access the application, check out the link titled “Spring 2014 Scholarships-Now Live” in the News & Announcements section near the bottom of our PAO homepage at: [pao.ucsd.edu](http://pao.ucsd.edu). Before proceeding with your application, please review the eligibility criteria in our Scholarships & Grants database at: [http://icenter.ucsd.edu/pao/start-your-journey/Finance-Your-Program/PAOscholarships.html](http://icenter.ucsd.edu/pao/start-your-journey/Finance-Your-Program/PAOscholarships.html).

EAP participants who are financial aid recipients will automatically be considered for EAP grants and for the Betty Tate study abroad grants. No application is needed. The UCSD Financial Aid Office staff will determine the awarding of these grants based on student’s aid eligibility (per the FAFSA form) and academic merit. If you are awarded one of these grants, it will appear as part of your aid package for your term(s) abroad.

MORE IMPORTANT INFORMATION & REMINDERS

EAP INFORMATION BY EMAIL: Check your UCSD email account regularly throughout spring quarter for updated information and announcements. Check “spam,” “bulk” or “junk” mail folders as well, since group e-mails regarding your program may be filtered to these folders. Notify us immediately if you change your email address.

CURRENT CONTACT INFORMATION: Please keep your contact information current in MyPAO, which is accessible via: pao.ucsd.edu. Update information like your local address, email addresses, cell phone number, etc.
**SELECTION LETTER:** By now you should have received your electronic selection letter. See your advisor if you have questions about your selection status or are having any academic difficulties.

**PAO PRE-DEPARTURE REQUIREMENTS MEMO:** Please return one signed copy of your PAO Pre-departure Requirements Memo to the PAO front desk to pick up your free EAP t-shirt! This form is located in the first drop-down section on the following webpage: [http://icenter.ucsd.edu/pao/pre-departure/eap-req.html](http://icenter.ucsd.edu/pao/pre-departure/eap-req.html)

**PASSPORTS:** If you do not yet have a passport that is valid for three to six months after the end of your program (depends on the program), apply or renew immediately. Passport information and application materials are available at UCSD Mail Services [http://blink.ucsd.edu/facilities/services/general/personal/passports.html](http://blink.ucsd.edu/facilities/services/general/personal/passports.html) or [http://travel.state.gov/](http://travel.state.gov/).

**EAP TRAVEL REQUIREMENTS/PRE-DEPARTURE CHECKLIST (PDC):** You will be notified by e-mail from EAP’s main system-wide office when your country Pre-Departure Checklist (PDC) is available online. It is essential that all paperwork be completed on time and returned directly to the UCEAP System-wide Office, the consulate, or 3rd party providers by the deadline listed in the PDC instructions. Direct links to your two EAP student guides, the UCEAP Guide to Study Abroad and your EAP Program Guide, are part of the PDC. Answers to students’ most commonly asked questions can be found in these guides. Please check these first before contacting Programs Abroad.

**HEALTH CLEARANCE:** An EAP Health Clearance is mandatory for EAP participation. Instructions for the health clearance procedures were included with your selection letter and in your PDC. If you have misplaced these instructions, you can find them online at [http://icenter.ucsd.edu/pao/pre-departure/eap-req.html](http://icenter.ucsd.edu/pao/pre-departure/eap-req.html). Most countries allow the clearance to be done by a private physician, but some require that it be done at UCSD Student Health. You will all need the exact dates that you got certain immunizations. Collect your immunization records NOW.

**HOUSING UPON RETURN:** If you will be returning from abroad in the middle of the academic year and think you may want to live on campus when you return, you should immediately complete your College housing application and check in with your College Resident Dean to discuss your options. If you are interested in living in International House upon your return, you should also complete an I-House application available at [http://ihouse.ucsd.edu/living/apply.html](http://ihouse.ucsd.edu/living/apply.html). Also check the California Housing Board ([http://eap.ucop.edu/ReciprocalExchanges/Pages/CaliforniaHousingBoard.aspx](http://eap.ucop.edu/ReciprocalExchanges/Pages/CaliforniaHousingBoard.aspx)) if you want to sublet your apartment.

**WITHDRAWAL DEADLINE:** Please check the EAP website for the last day to withdraw from EAP without financial penalty for your specific program. Withdrawal must be in writing (this can be in an email) to your EAP advisor. For some programs there are also 3rd Party Provider withdrawal dates which carry other financial penalties. These dates can be found in your program budget details on the EAP website.

**STA TRAVEL EXCLUSIVE FOR FINANCIAL AID RECIPIENTS:** STA Travel is offering a special arrangement for UC study abroad students who are financial aid recipients. If you purchase your airline ticket through STA, all you need to pay at time of purchase is a $300 non-refundable deposit. Full payment for the remainder of the ticket will not be due until seven days prior to departure. For EAP students, your financial aid will pay out ten days prior to departure, so this arrangement allows you to delay paying the balance on your ticket until your aid is disbursed. If interested, contact the STA Travel office at SDSU - 5131 College Ave. Suite C, San Diego, CA 92115, 619-342-0344.

**PROGRAMS ABROAD OFFICE ADMINISTRATIVE FEE**
A $100 Programs Abroad Office (PAO) administrative fee will be charged for all students the first time you participate in an EAP program. Please pay this fee promptly when it appears on your UCSD bill. For more details about the PAO Administrative fee, please see the following webpage: [http://icenter.ucsd.edu/pao/pre-departure/admin-fee.html](http://icenter.ucsd.edu/pao/pre-departure/admin-fee.html)

See you all soon and Happy Fall!

Your EAP Advisors: Kim, Kelly, Maribeth, Rachel, Eric, Sarah, Jay and Travis