April 18, 2014

Dear EAP Selectees,

Congratulations again on your acceptance to UC’s Education Abroad Program! We have a gift for you; the newly arrived 2014/15 EAP t-shirts! Please stop by the PAO front desk to request your free EAP t-shirt!

We hope you all had a nice break, 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 all important dates.

MANDATORY GENERAL PRE-DEPARTURE ORIENTATION

All 2014/15 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 adjustment to life overseas, personal conduct issues, safety and security guidelines, and academic issues. You can access the online general orientation by a link under the “General Orientation” section on the following webpage: http://icenter.ucsd.edu/pao/pre-departure/eap-req.html. The deadline to complete the general orientation is Fri, June 20th.

Also, please encourage your parents to attend the optional Orientation for Parents of Study Abroad Students on Saturday, April 26th, from 1:00 to 4:00 pm at the International Center. Check-in begins at 12:00pm. A formal invitation has been sent, and more details are available at http://icenter.ucsd.edu/pao/parents/index.html.

MANDATORY COUNTRY ORIENTATIONS

All 2014-2015 EAP selectees and alternates also must attend a country-specific orientation during which general and country-specific issues will be addressed. This is also your chance to hear tips and advice from past participants and ask questions about your destination. Your PAO advisor will notify you via email about the schedule of your country orientation, which will be held during late Spring quarter.

WORLD TRAVEL 101

You are invited to a useful packing and traveling workshop sponsored by the Programs Abroad Office and Hostelling International. This workshop is scheduled to be held on Wednesday, May 7th at 6:30pm in the International Center Lounge. STA Travel and Traveler’s Depot also will be on hand before and after the workshop to answer any questions you might have about flight and travel arrangements. Please check the PAO website calendar closer to the date for more specific details.

KNOW BEFORE YOU GO! Maximizing Your Study Abroad Experience!

Date/Time/Location: TBD
Co-sponsored by Career Services and Programs Abroad, this session will help you identify a variety of extracurricular opportunities and activities in which you may participate while you are studying abroad. By proactively choosing to get involved in these experiences, you will develop skills and abilities that will enhance your resume, and you also might find new and exciting career opportunities!
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.

SELECTION LETTER: By now you should have received your electronic selection letter. See your advisor if you have questions about any conditions or are having any academic difficulties.

PAO PRE-DEPARTURE REQUIREMENTS MEMO: Please read your PAO Pre-departure Requirements memo, which includes a summary of important pre-departure items. This form is located in the first drop-down section on the following webpage: 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, and on the Internet at http://travel.state.gov/.

EAP TRAVEL REQUIREMENTS/PRE-DEPARTURE CHECKLIST (PDC): By now you should have been notified by e-mail about your EAP program’s Pre-Departure Checklist (PDC). 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 deadlines listed in the PDC instructions on the EAP website: http://eap.ucop.edu/Participants/Pages/default.aspx

FREQUENTLY ASKED QUESTIONS: Answers to the most commonly asked questions can be found in your two EAP student guides. Check there first before contacting Programs Abroad.

- The UCEAP Guide To Study Abroad contains UC and EAP policies and general information about financial aid, health and safety issues, cultural adjustment, and information about things you should do before departure (get a passport and visa). http://eap.ucop.edu/Documents/guidebooks/1415/UCEAP_Guide_to_Study_Abroad.pdf

- The EAP Program Guide contains specific information about your program, including academic details, how to handle money abroad, housing, communication, transportation, packing, etc. The link to this guide will be under item #1 of your EAP Pre-Departure Checklist (PDC) on the EAP website: http://eap.ucop.edu/Participants/Pages/default.aspx

HEALTH CLEARANCE: An EAP Health Clearance is mandatory for EAP participation and must be completed no later than 60 days (except Chile – not before 30 days) before departure. 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. Most countries allow the clearance to be done by a private physician, but some require that it be done at UCSD Student Health. Students with SHIP may choose to have their clearance completed at Student Health Services (SHS). Contact the PAO front desk first to sign up for a required EAP Health Orientation if you decide to have your clearance done at SHS. You will all need the exact dates that you got certain immunizations. Collect your immunization records NOW.

FINANCIAL AID FOR SUMMER ONLY PARTICIPANTS: If you are a current financial aid recipient, and will be studying in a summer only program, you may be able to apply any remaining, unused Stafford, PLUS, or private loans from this year for your summer program. Interested students should contact the Financial Aid Office. Make sure to complete the summer financial aid application. The application will be available early May and should be submitted as soon as possible. See the following webpage for more details and a link to the application: http://students.ucsd.edu/finances/financial-aid/types/summer-session/financial-aid.html

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, please go to this link, http://icenter.ucsd.edu/pao/pre-departure/eap-req.html, and follow the process outline under “Apply for on-campus housing”. If you are interested in living in International House upon your return, you should complete an I-House application available at http://ihouse.ucsd.edu/living/apply.html. Also check the California Housing Board (http://eap.ucop.edu/ReciprocalExchanges/Pages/CaliforniaHousingBoard.aspx) if you want to sublet your apartment for the fall.

WITHDRAWAL DEADLINE: April 1st or May 1st (depending on the program) is the last day to withdraw from EAP without financial penalty. Withdrawal must be in writing (this can be in an email). For some programs there are also 3rd Party Provider withdrawal dates which carry other financial penalties.
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 them, all you will 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 STA Travel at: programs@statravel.com or (800) 535-7172.

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

See you all soon and Happy Spring!

- Kim Burton, Kelly O’Sullivan, Jay Minert, Maribeth Erlich, Roseanne Galegher, Travis Pentz, Rachel Rigoli, Eric Tarbell, and Sarah Vatch

Programs Abroad Office (PAO) Staff