Amidst the excitement and the prospect of going abroad, please keep in mind the following important steps and procedures that must be followed between now and your departure. Please note that UCEAP refers to the University of California Education Abroad Program system-wide office in Santa Barbara.

We will send you updates about meetings, packets, and other important info to your UCSD student e-mail account. Therefore, it is vital that you check your UCSD student email messages regularly or set it up so that messages are automatically re-directed to your personal account - acms.ucsd.edu/students/email/redirect.html.

MANDATORY PRE-DEPARTURE ORIENTATIONS:

General Orientation – an online General Orientation must be completed by ALL study abroad students. It will include info about academics, finances, health and safety, as well as cross-cultural adjustment strategies. Details about accessing the online orientation and the deadline for completion are available on the following webpage: studyabroad.ucsd.edu/participants/pre-departure/index.html

PRE-DEPARTURE EXPENSES & FINANCIAL PLANNING: Depending on your host country you can expect pre-departure expenses to include:

- $100 administrative fee billed by UCSD (one-time fee for all UCEAP programs)
- Passport
- Health Clearance
- Possible Travel Clinic at UCSD Student Health
- Possible housing deposit
- Airfare

Financial planning is essential. Depending on your program the first UCEAP fee payment ($950) will be due either April 1 or May 1 for summer/fall departures or November 1, December 15 or February 1 for winter/spring departures (NOTE: students on financial aid will be allowed to defer this payment). You are responsible for knowing this date, which is listed on your program budget. You will find the budget worksheet and deadlines for your program on the UCEAP website: eap.ucop.edu/participants/

For financial aid, complete the Free Application for Federal Student Aid (FAFSA) as you would for UCSD; the Financial Aid Office will adjust your package according to the cost of your UCEAP program. For Federal Student Aid information and to complete the FAFSA online, log on to the Department of Education website at www.fafsa.ed.gov. If you completed the FAFSA last year, a renewal FAFSA will be e-mailed to you. For assistance with your financial aid for study abroad, contact either Julie Ta (for programs in countries that start with A-M) at (858) 534-1589 or Maricela Santacruz (for programs in countries that start with N-Z) at (858) 822-0120.

STUDY ABROAD SCHOLARSHIPS:
Plan now to apply for study abroad scholarships both merit and need based. Information is available on our Study Abroad UC San Diego website: studyabroad.ucsd.edu/getting-started/finances/scholarships.html and the UCEAP website: eap.ucop.edu/Scholarships.

UCEAP HEALTH CLEARANCE: Please read the Health Clearance Procedures linked to your selection letter and start the process as soon as possible. If you have USHIP, schedule your appointments with UCSD Student Health Services early because it could take up to a month to get an opening. If you have the option of going to a private physician (refer to the Health Clearance Procedures), the clearance must be completed at least 60 days before departure.

ACADEMIC REQUIREMENTS:
- Maintain the required overall GPA (specified in the eligibility tab for your program: eap.ucop.edu/OurPrograms).
- Complete the class standing/unit requirements by the term prior to departure (see eligibility tab using link above).
- Complete the language and course prerequisites for your program (see eligibility tab using link above).
• If you will have junior standing or above by the time of departure, you must declare your major by the end of the quarter (not summer) prior to departure.
• Remain in good academic standing in accordance with University of California policies.
• Meet all conditions listed in your selection letter.

STANDARDS OF CONDUCT: If any aspect of your academic or personal conduct raises concerns that cause your college or departmental advisor, Study Abroad UC San Diego advisor, the UCEAP Faculty Director, or the Study Center Director to withdraw their support of your participation, either prior to departure or while you are abroad, you will be withdrawn from the UC Education Abroad Program.

ALTERNATE STATUS: Conditionals and Alternates must meet all pre-departure requirements and deadlines.
• Conditional students must fulfill certain requirements before being granted full approval to participate in the UCEAP program. The conditions are stated in your selection letter. You must consult with your UCEAP advisor if you think that you may not meet your conditions.
• Alternates are qualified students waiting for available space in their program. As selectees withdraw, or if additional spaces are secured, alternates will be placed. Alternates from all campuses are pooled together at UCEAP and are placed by that office.

UCEAP TRAVEL REQUIREMENTS: The system-wide UCEAP office will notify you by email when your electronic pre-departure forms and instructions are posted in your UCEAP program’s participant portal: eap.ucop.edu/Participants. It is essential that all requirements be completed on time and with close attention to detail. Most requirements are submitted directly to the system-wide UCEAP office or online.

UCEAP TRAVEL INSURANCE: UCEAP programs include mandatory travel insurance. For details about coverage read the info under the “Insurance” tab of your UCEAP program’s participant portal (eap.ucop.edu/Participants) and in the UCEAP Guide to Study Abroad (see item #2 of your UCEAP Pre-Departure Checklist via the link above).

PASSPORT: U.S. citizens: if you do not have a passport valid beyond the duration of your program abroad, you must apply or renew as soon as possible. See travel.state.gov for information and applications. Applications are also available at UCSD Mail Services. For a first passport you will need a certified birth certificate. The name on your passport MUST be the same name that appears on all UCEAP paperwork, and you must not officially change your name during UCEAP processing. Students who are not U.S. citizens must have a valid passport from their country of citizenship, or, if this is not possible, a U.S. re-entry permit.

TRANSPORTATION: You will receive info in your UCEAP Pre-Departure instructions (eap.ucop.edu/Participants) about the mandatory arrival date, time, and location, which must be considered before booking travel arrangements. See your advisor if you would like to contact other students going on your program to coordinate travel arrangements.

STUDENTS WITH DISABILITIES: Many support services available at UCSD do not exist on campuses abroad. If you will need support services or facilities abroad, it is your responsibility to inform your UCEAP advisor and the Office for Students with Disabilities so that we can research what kind of facilities/services exist and their approximate cost. You must secure your own funding for any services that you receive.

WITHDRAWAL: Notify your UCEAP advisor immediately if you are considering withdrawing. Depending on your program the deadline for withdrawal is either April 1 or May 1 for summer/fall departures or November 1, December 15 or February 1 for winter/spring departures. This deadline is listed on the UCEAP application. If you withdraw after the deadline (including conditional & alternate students), you will be charged a $500 fee and possibly other unrecoverable payments made on your behalf to the host institution or a third party provider. For specifics, see the Statement of Withdrawal Deadline that you signed on the UCEAP online application. To officially withdraw from a program, please submit your withdrawal in writing via email or in person with your name, PID, program name and a brief reason for your withdrawal to your Study Abroad UC San Diego advisor.