



Before You Go

Obtain Your:

- Passport (if you don't already have one)
- Student Visa (if required by your host country)
- Adequate Insurance Coverage
- Any Required/Suggested Immunizations (see your physician or a travel clinic)
- Airline Ticket
- International Student Identity Card (if required, or desired)

Academic Advising

- Declare your major
- Secure an adviser in your major's department
- Make sure your adviser knows you will be studying abroad

Business Office

- Before leaving for summer break or your overseas study program, check in with the Business Office and take care of all remaining billing issues. You must also leave a completed and notarized power of attorney form with them so that they can process any payments they receive in your name.

Electronic Communications

- If necessary, forward your Pacific e-mail account to an alternative account. A variety of departments and administrative offices around campus will send important e-mail to your Pacific account, so this step is very important.

Financial Aid

- If you receive Financial Aid, reconfirm your study abroad plans with Stacy Englund in the Financial Aid Office before leaving for summer vacation. You may reach her by e-mail to set up an appointment at engl4160@pacificu.edu
- Sign all necessary Financial Aid paperwork before leaving for summer vacation.
- Discuss with the Financial Aid Office how you can make sure you're filing your FAFSAs in a timely manner

International Programs

Submit all **REQUIRED** supplemental forms to Office of International Programs, i.e:

- Study Abroad Rights&Responsibilities,
- Study Abroad Privacy Release
- Study Abroad Participant Address Form
- Release and Assumption of Risk Form
- Parent Guardian Handbook Release Form
- Study Abroad Insurance verification Form
- Academic Adviser certification for Study Abroad Participants
- Study Abroad Participant Survey.

Mailroom

- Make sure to inform Donna Hepler in the Mailroom of the U.C. where they can forward your mail. It is generally a good idea to have mail sent to your home or permanent address rather than overseas. The mailroom has forwarding cards on hand for setting up forwarding with the postal service as well.

Academic Adviser

- Send your academic adviser a copy of your class schedule abroad so that he or she can see what courses could fill course requirements at Pacific.



While You're Abroad

Airline Ticket

- If you need to change the return date on your ticket home, do so well within the requirements of your airline or ticket purchase contract.

Billing and Payments

- If any questions or concerns arise about billing and payments while you are abroad, please contact Renee Vanzant in the Business Office (vanzanjr@pacificu.edu). You will still be making all payments to Pacific while you are on an approved study abroad program.

Housing

- If you will be living on campus upon your return to Pacific, make sure to review the instructions from the Housing Office about the lottery system and participating in it from abroad.

International Programs

- Update International Programs with your physical and mailing addresses overseas.

Registrar's Office

- If you are abroad for a year-long program you do not need to do anything to register for neither your first nor your second semester abroad. The Registrar's Office will register you for 12 study abroad placeholder credits (SA 476) automatically. You do need to register for classes for the semester when you will return to Pacific. You can now register for classes via BoxerOnline. Check the Registrar's Office website and their communications with you while you are abroad for instructions on how to do so.
- If you are abroad for a semester-long program, you only need to register for classes for the semester when you will return to Pacific. You can now register for classes via BoxerOnline. Check the Registrar's Office website and their communications with you through your Pacific e-mail while you are abroad for instructions on how to do so.
- If you plan to graduate in Fall, you need to apply for graduation by October 15th. If you plan to graduate in Spring, you must apply by January 15th. Please note that you will find the application for graduation at BoxerOnline by clicking on "Apply for Graduation".

University Positions Upon Return

- If you are applying to work as a RA, House Tutor, Orientation Leader, or Work-Study employee upon your return to Pacific, make sure you are in contact with the appropriate staff member(s).