POST-ACCEPTANCE CHECKLIST

Congratulations, you’ve been accepted into your study abroad program! Please review the next steps below and consult the Barnard Abroad website at: https://barnard.edu/global/study-abroad/students-going-abroad/before-leaving for more details.

☐ PROGRAM DEPOSIT AND WITHDRAWAL POLICIES: Inform yourself of the deadline by which your program or university requires you to commit to going, and what kind of a deposit is required. Make sure you understand the withdrawal policy for your program, and keep in mind that deposits are often non-refundable.

☐ DECLARE A MAJOR: If you haven’t yet, submit the Major Declaration Form to the Registrar as soon as possible. You must have a major advisor listed in the system in order to submit the Notice of Study Leave.

☐ FINANCIAL AID (if applicable): If you receive financial aid, make an appointment with Marjorie Ortiz in the Financial Aid Office by calling 212-854-2154.

☐ COURSE SELECTION AND APPROVAL: If you need specific courses to count towards major, minor, or general education requirements, you should verify with your host institution that the required courses will be available and collect as much information about them as you can. Please note that some universities abroad may not have much information about course availability or a syllabus until the beginning of the semester it is offered. Please submit course information online through the Course Approval Form on myBarnard, under Academics and be in touch with your department regarding getting courses approved towards a major or minor. More information is available on the Barnard Abroad website under the Getting Credit tab.

☐ NOTICE OF STUDY LEAVE: This form is available on myBarnard under Academics, and is due by April 19, 2019. Once you submit the form electronically it goes to your advisors for review and approval. You should meet with your major advisor(s) to discuss your study abroad plans and check to make sure they approve your Notice of Study Leave in the system. Please read carefully both the Barnard College Study Abroad Student Assumption of Risk Waiver and Release and the Barnard College Acknowledgement of Financial Responsibility for Study Abroad, both of which are part of the Notice of Study Leave, and which must be acknowledged electronically.

☐ HEALTH PREPARATIONS: If you plan to travel to a destination outside of Europe or Australia/New Zealand, make an appointment with the travel nurse through the Barnard Primary Care Health Service by calling 212-854-2091 or by stopping by the Lower Level of Brooks Hall. Some immunizations may require multiple visits to the nurse, so plan early.

☐ VISA AND PASSPORT: Your program or university should provide you with the relevant forms and guidelines on applying for a study visa. This process can take some time, and may require that you relinquish your passport to the consulate for a period of 1-3 weeks, so it’s important to plan ahead. Please also leave 6-8 weeks to order a passport if you don’t have one, and check to make sure it’s not expiring within 6 months of your return date to the US.

☐ PRE-DEPARTURE ORIENTATION SESSION: You must attend the MANDATORY study abroad pre-departure session on Tuesday, May 7, 2019, 2-5pm, in the Lynn Chu-Tiered Classroom, Milstein LL002.