THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS
BBA INTERNATIONAL PROGRAMS

Short-Term International Programs
Pre-Departure Timeline
Summer 2013

<table>
<tr><td>Right after enrollment</td><td>
➢ You will be registered with the Study Abroad Office via the MySAO website and you will see an SAO charge of $50 SAO posted on your “What I Owe” which will be due 10 days after posting.
Please note: This amount will be reduced from your BBA SIP Program fee balance
✓ TO DO: Pay SAO fee of $50
✓ TO DO: Complete the MySAO Online Application by February 15
https://utdirect.utexas.edu/student/abroad/shared_start.WBX.
It is very important that you complete this form ASAP as it will formally register and clear you to study abroad with UT
➢ TO DO: Complete all additional online forms on MySAO. You have until April 2.
https://utdirect.utexas.edu/student/abroad/shared_start.WBX
✓ TO DO: Make an appointment with your Academic Advisor and have them complete your advisor approval form. They will submit the form to BBA IP
</td></tr>
<tr><td>December</td><td>
✓ TO DO: Renew or apply for new passport
✓ TO DO: Make appointment for a medical exam during the spring semester.
BBA IP requires a Medical Clearance Form signed by your physician by April 2.
FAILURE TO SUBMIT A HEALTH FORM BY THE DEADLINE MAY RESULT IN YOU BEING DROPPED FROM THE PROGRAM WITHOUT A REFUND. This can be done at your regular doctor, UHS, or an Austin-area clinic.
NOTE: UHS is very busy. You are encouraged to make an appointment as soon as possible.
Medical Clearance Form can be downloaded from our website.
✓ TO DO: Attend the Holiday Welcome Party on Dec 3 and meet fellow participants ☺
</td></tr>
<tr><td>January and February</td><td>
➢ SIP Program Fee will be posted on “What I Owe”
✓ TO DO: Apply for scholarships. Applications close March 1st.
✓ TO DO: If you have not done so, apply for a passport at International Office
✓ TO DO: Begin looking at flights. Official Program dates are:
<table>
<tr><td>Paris MPA:
June 3-July 4</td><td>Arrive by June 1 (Saturday)
Depart no later than July 6 (Saturday)</td></tr>
<tr><td>Prague MPA:
June 3-July 4</td><td>Arrive by June 1 (Saturday)
Depart no later than July 6 (Saturday)</td></tr>
<tr><td>Hong Kong MPA:
June 10-July 11</td><td>Arrive by June 8 (Saturday)
Depart no later than July 13 (Saturday)</td></tr>
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* DO NOT book flights or make any travel plans to depart your destination city on the last date of the program.
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<tr><td>March and April</td><td>➢ If you withdraw from the program after March 25, you will be responsible for the following program fee:
<table>
<tr><th>Withdraw Schedule</th><th>Financial Penalty on the CIBER Fee</th></tr>
<tr><td>On or before March 25</td><td>$500 Non-refundable Deposit</td></tr>
<tr><td>March 26 to April 15</td><td>20% of program fee</td></tr>
<tr><td>April 16 and after</td><td>100% of program fee</td></tr>
</table></td></tr>
<tr><td>March</td><td>➢ March 1: Deadline to apply for SIP scholarships
➢ BBA IP will enroll you in international insurance. Bill will be posted separately on your “What I Owe” and will be deducted from your Program fee balance.
➢ MPA SIP scholarship award notifications will be sent out
✓ TO DO: If necessary, obtain a visa as instructed by your program coordinator
Note: Students traveling to Hong Kong will receive special instructions on the visa process in December and will be expected to begin the process earlier.
➢ FAFSA Priority Application deadline is March 15 *(subject to change. Check with OSFS Office)</td></tr>
<tr><td>Before April 2nd</td><td>✓ TO DO: Have physician submit clearance form to the UPO via fax or email.
➢ If you are using financial aid: BBA IP will begin submitting budgets starting on this date. OSFS will recalculate your summer award based on these budgets and notify you in May of your new award. Students receiving financial aid will also be required to complete a financial aid module on MySAO.</td></tr>
<tr><td>April</td><td>✓ TO DO: Attend the SIP Pre-Departure Orientations:
o BBA SIP Programs: Saturday, April 20 8:30AM- 2PM. Tentative
o MPA SIP Programs: Saturday, April 27 8:30AM- 2PM. Tentative
✓ TO DO: Pay program fee balance via “What I Owe” by April 15.
(This is the program fee and it is billed separately from the UT tuition)
✓ TO DO: Clear registration bars and register for UT Taught Course.
✓ (MPA Programs only) Register through University Extension. Dates TBA.
UEX Fees may not be deferred until financial aid is released.</td></tr>
<tr><td>May</td><td>✓ TO DO: Attend SIP Send off Party on May 6 at 4:30PM!! ☺</td></tr>
<tr><td>Late May</td><td>✓ Electronic financial aid notification (E-FAN) send to students with summer financial aid package</td></tr>
<tr><td>Before you go</td><td>✓ Notify your bank of your travel plans so they don’t cancel your debit/credit cards. Check on international banking fees.
✓ Register your travel with the US Embassy
https://travelregistration.state.gov/ibrs/ui/
✓ Create an International SOS Emergency Profile
http://www.internationalsos.com
Use the UT membership number: 11BSG000037
✓ Ensure you have enough prescription medicine if necessary</td></tr>
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*** FINANCIAL AID NOTE:** Please be aware that your financial aid is not likely to be disbursed until after your program begins. BBA Tuition can be deferred until after your aid is released (not MPA UEX fees), but you should not expect your financial aid funds to be released before incurring some expenses such as your program fee, your plane ticket, passport, spending money upon arrival, etc.