

Short-Term International Programs Pre-Departure Timeline Summer 2014

Right after enrollment	 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.
December	 ✓ 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 1. 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 5 and meet fellow participants ⑤ ✓ TO DO: Hong Kong MPA Only: Submit visa materials for HK Visa by January 17
January and February	 SIP Program Fee will be posted on "What I Owe" ✓ TO DO: Apply for scholarships. Applications close February 15. ✓ 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: Paris MPA:



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March and	If you withdraw from the program after March 25, you will be responsible for the following program fee:
April	Withdraw Schedule Financial Penalty on the CIBER Fee
	On or before March 25 \$500 Non-refundable Deposit
	March 26 to April 15 20% of program fee
	April 16 and after 100% of program fee
March	➤ BBA IP will enroll you in overseas 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)
Before	✓ TO DO: Have physician submit clearance form to the UPO via fax or email.
April 2nd	> 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.
April	✓ TO DO: Attend the SIP Pre-Departure Orientations:
Aprii	BBA SIP Programs: Saturday, April 19 8:30AM- 2PM. Tentative
	MPA SIP Programs: Saturday, April 26 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)
	 ✓ (MPA Programs only) Register for courses through University Extension. Dates
	TBA. *UEX Fees may not be deferred until financial aid is released.
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May	
	✓ TO DO: Attend SIP Send off Party on May 7 at 4:30PM!! ©
Late May	✓ Electronic financial aid notification (E-FAN) send to students with summer financial
	aid package
Before	✓ Notify your bank of your travel plans so they don't cancel your debit/credit cards.
you go	Check on international banking fees.
) - a. g.	✓ 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



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* FINANCIAL AID NOTE: Please be aware that your financial aid will not be disbursed until after your program begins. UEX Registration and BBA SIP Program fees may not be deferred until financial aid is released. 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.