Reciprocal Exchange Timetable

Fall Semester

12 Months Before Departure (August – October)
- Apply for a passport
- Research options: confer with your Academic Advisor, the Study Abroad Office, other faculty and students, and your parents

9 Months Before Departure (October – December)
- Identify a study site or sites, noting deadlines and conditions of participation
- Identify scholarship opportunities and deadlines

6 Months Before Departure (January – April)

IMPORTANT DEADLINES:
- February 1 – Reciprocal Exchange Application
- May 1 – Course Equivalency Evaluation Request to Study Abroad
- June 1 – Financial Aid Finalized
- TBD – Application to Host University

Submit Application for Reciprocal Exchange. You must meet with an office staff person in order to turn in your application. Thus, during busy times of the year, it is wise to schedule an appointment with a Peer Advisor when you are ready to turn in your application.

Upon acceptance, attend mandatory Orientation, sign and submit:
  - Placement Acceptance Form/Participant Agreement
  - Risk Assumption and Liability Release Form

Submit Application to Host University (photos, housing application, transcripts, recommendations, etc.)
Submit Course Equivalency Evaluation Request to Study Abroad Office
Make arrangements for Financial Aid, if appropriate
  - Provide completed Course Equivalency Evaluation Request
  - Submit signed Financial Aid Statement of Responsibility

4 Months Before Departure (March – June)

IMPORTANT DEADLINES
- July 15 – Deadline for Enrollment

- Make travel plans
- Provide Study Abroad Office with copy of passport, travel plans, and insurance coverage abroad
- Receive acceptance letter from your Host University and apply for a visa, if necessary
- Complete the Enrollment Authorization and enroll in Study Abroad 3090
- Make a copy of the Course Equivalency Evaluation/Enrollment Authorization Form to take with you for reference when you enroll at your Host University

3 Months Before Departure (May – July)

- Make financial arrangements for your time abroad – direct deposit of refunds, traveler’s checks, debit and credit cards, pin numbers, etc.
- Schedule any routine health checks you might need – dentist, optometrist, personal physician. Arrange for an adequate supply of prescription medications
- Confirm housing arrangements
- Confirm arrival date and time with Host University

After Departure (August – October)

After arriving and enrolling in classes abroad, for each semester you must:
- Fax Enrollment Verification Form to Study Abroad Office within the first 5 days after classes start
- Fax any course changes using the Add/Drop Form to Study Abroad Office within 6 weeks after classes start

Before Returning
- Request an Official Academic Record from the Host University for each semester, and/or complete an Academic Progress Report