Reciprocal Exchange Timetable  
Spring Semester

12 Months Before Departure (January – March)
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 (March – May)
Identify a study site or sites, noting deadlines and conditions of participation
Identify scholarship opportunities and deadlines

6 Months Before Departure (June – August)
IMPORTANT DEADLINES:
* February 1 – Reciprocal Exchange Application
* November 1 – Course Evaluation Request to Admissions
* December 1 – Financial Aid Finalized
* -- Application to Host University

Submit Application for Reciprocal Exchange
Upon acceptance, sign and submit:
  o Placement Acceptance Form/Participant Agreement
  o Liability Release Form
Submit Application to Host University, including photos, housing application, transcripts, recommendations, etc.
Submit Course Evaluation Request to Admissions/Registrar’s Office
Make arrangements for Financial Aid if appropriate
  o Provide completed Course Evaluation Request
  o Submit signed Financial Aid Statement of Responsibility

4 Months Before Departure (September – October)
IMPORTANT DEADLINES
* July 15 – Deadline for Enrollment

Attend mandatory Orientation
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 Evaluation Form/Enrollment Authorization to take with you for reference when you enroll at your Host University

3 Months Before Departure (October – December)
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 (January – March)
After arrival and enrolling in classes abroad, for each semester you must:
Fax Enrollment Verification Form to Study Abroad Office
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