

Study Abroad Steps to Stay on Track

Research!

Doing your research early will prevent many issues that come up for students along the way. There are many resources available to start researching study abroad through UMass Boston. For the full guide to study abroad, go here:

https://www.umb.edu/editor_uploads/images/fellowships/UMass_Boston_Study_Abroad_Guide_ed_2-6-2020.pdf

You can also find many resources on our website:

https://www.umb.edu/academics/global/studyabroad/getting_started

Ask for help from Global Programs Study Abroad Staff for advising help, questions, and general advice!

Find Your Program

You can begin your search first by understanding the program options, details here:

<https://www.umb.edu/academics/global/studyabroad/programs>

Once you understand which type of program is best for you, start your search here:

<https://studyabroad.umasscs.net/index.cfm?FuseAction=Abroad.Home>

** Be sure you know which courses you need to take while studying abroad. Talk with your advisor and plan your study abroad term accordingly. Be sure you have checked that your program offers the courses you need before starting an application.

Complete Your Applications

You will need to complete **TWO (2)** applications; the UMass Boston application for your program, available through: <https://studyabroad.umasscs.net/index.cfm?FuseAction=Abroad.Home> **AND** the program specific application.

The program specific application may be a direct enroll application, a provider application (such as API, CIEE, USAC, ISA, AIFS), or an exchange application. Ask your Study Abroad advisor at UMass Boston for help in finding this application.

Post-Acceptance: Housing

Be sure you have **secured housing** through your university, provider, or on your own. Resources will be available through your program.

You may be required to submit a housing deposit after your acceptance.

Post-Acceptance: Visa

It is **your responsibility** to ensure you have the proper immigration paperwork and if necessary, visa, to study in your host country. You should check this information as soon as you decide on a program. Some visas take weeks/months to process. Check <https://travel.state.gov/content/studentsabroad/en/visa.html> for specific country visa information and make an appointment ASAP after you are accepted to the program.

Post-Acceptance: Financial Aid

Contact Nicole.Brennan@umb.edu if you will be using or want to know if you can use financial aid for your trip.

You will need to submit:

1. Your **acceptance letter** from your program
2. **Prior Approval Form** for Transfer Credits (see Academic Credit Transfer step below)
3. **Consortium Agreement**- filled out and signed by Global Programs (exchange programs), or by your host university/ program provider.
https://www.umb.edu/editor_uploads/images/oita/Consortium_Agreement_-_Only_if_Using_Financial_Aid.pdf
4. UMass Boston **Enrollment Confirmation**- Filled out and signed by the international office/ program office upon arrival to your destination country.
https://www.umb.edu/editor_uploads/images/fellowships/University_of_Massachusetts_Boston_Enrollment_Confirmation-_Financial_Aid.pdf

Post-Acceptance: Academic Credit Transfer

You must have a **prior approval form** filled out and signed, with ALL courses approved in order to transfer credits abroad to UMass Boston. All courses must be taken for a grade (no pass/fail), and you must receive a C- or above to transfer the credits. You cannot repeat language courses you have already taken for credit. If you switch a course while abroad, another prior approval will need to be submitted.

To fill out the form, download it to your computer first, then fill it out on your desktop (to avoid PDF filling and viewing problems):

https://www.umb.edu/editor_uploads/images/fellowships/Request_for_Prior_Approval_of_Transfer_Credits_Form_update-2020-2021.pdf

Follow the instructions located on the top of the form (you must include course syllabi/descriptions along with the form to start the process with Miguel.Alvarez@umb.edu). Once you complete the form and have all signatures, return the form to studyabroad@umb.edu and if you are using financial aid, Nicole.Brennan@umb.edu.

Post-Acceptance: Global Programs Requirements

The Office of Global Programs requires you to attend a 3-hour **pre-departure orientation** at UMass Boston before you depart for your program. You must attend a pre-departure in order to study abroad. Times and locations will be shared with accepted students. At this pre-departure you will also fill out and sign mandatory documents to study abroad.

You must also submit all post-acceptance forms through the UMass Boston Study Abroad Portal: <https://www.umb.edu/academics/global/studyabroad>

There is a **\$100 study abroad fee** to study abroad through UMass Boston (excludes Hessen summer or winter programs). You must submit this in order to be registered to study abroad in Wisner for the program which is needed to transfer credits. Checks and money orders are accepted through Office of Global Programs to pay this fee.

Post-Acceptance: Flights and Travel Prep

Check here for resources for travel prep before you depart:
<https://www.umb.edu/academics/global/studyabroad/beforeyougo>

Upon Your Arrival to your Program

You must submit an **enrollment confirmation** signed by the international office upon your arrival in order to have your financial aid released. (see above in financial aid step)

If you switch any courses which were not approved on a prior approval form, you must submit the form again with the new course along with the syllabi to Miguel.Alvarez@umb.edu in order to approve the credit transfer.

Upon Your Return to the US after your Program

Your transcript **MUST** arrive to the Office of Global Programs (Campus Center 2100, 100 William T Morrissey Blvd. Boston, MA 02125-3393) for facilitation of your transfer credits when you return.

It is YOUR responsibility to ensure our office receives your transcript. Once received, the transcript will be sent to Miguel Alvarez and you will be cc'd on the email. He will compare this transcript to your prior approval form and will then transfer the credit after evaluation.

Contact Information:

Office of Global Programs:
Campus Center 2100
100 William T Morrissey Blvd
Boston, MA 02125-3393
studyabroad@umb.edu

Financial Aid
Nicole.Brennan@umb.edu

Public Safety:
Cell Phone Emergencies: [617.287.1212](tel:617.287.1212)

Dean of Students:
Dean.Students@umb.edu

Undergrad Admissions (Transfer Credit)
Miguel.Alvarez@umb.edu