

UNIVERSITY
OF MIAMI

STUDY ABROAD



Study Abroad

GUIDE & WORKBOOK

A STUDENT'S RESOURCE TO
NAVIGATING THE STUDY ABROAD
PROCESS

UM Study Abroad Mission Statement

The mission of the Study Abroad Office at the University of Miami is to promote and foster international education and multicultural understanding. Through its study abroad programs, this office strengthens the global perspectives of the campus community at UM. By studying abroad, University of Miami students gain the advantage of an enhanced academic background with an international dimension, opening the doors to exciting career opportunities. The presence of international exchange students contributes to the internationalization of academic and student life at the University of Miami. By developing and participating in international programs, University of Miami faculty members broaden their research and networking opportunities. It is the goal of the Study Abroad Office to provide international perspectives as an integral part of the educational experience of every University of Miami student.

My Study Abroad Mission Statement

Students who enter their study abroad program with goals are intentional about their experience and are usually better able to discuss and professionalize their international experience upon their return. With this in mind, we ask you to contemplate the questions below and pencil in some answers.

My goals for my study abroad experience:

What do I want to learn and accomplish?

In what ways do I hope to grow?

Ideally, would I like to study abroad for a summer, semester, or year?

University of Miami Study Abroad Workbook

Introduction

Purpose

This document is designed to help University of Miami students navigate the process of studying abroad on a UM program, from the initial thought of “I want to study abroad” through the return to the UM campus after studying abroad. Students are encouraged to print this document and bring the relevant portions with them abroad.

This workbook serves as the first point of reference for students with questions; it is intended to serve as an interactive road map, allowing students to fill in the specifics for their experience as well as keep track of what they did and when.

The UM Study Abroad team provides support and guidance to students throughout their journey.

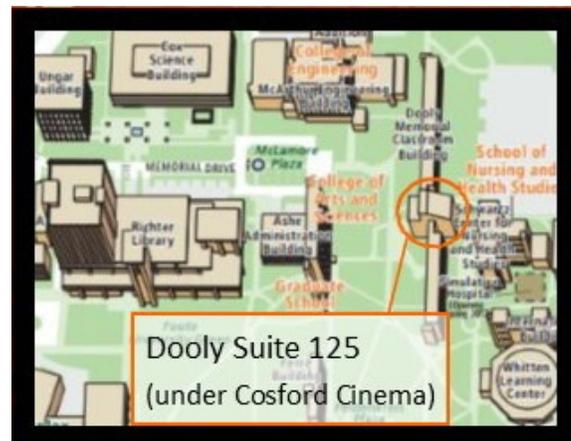
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Office Hours: 8:30am - 5:00pm Monday – Friday



Note that this workbook serves as a general resource to UM students planning to study abroad, the information it contains is subject to change.

Table of Contents

UM Study Abroad Mission Statement.....	1
My Study Abroad Mission Statement.....	1
Introduction.....	2
Purpose.....	2
Contact Info.....	2
Campus Location.....	2
Section I – Study Abroad Myths.....	6
Section II-Pre-application Checklist.....	7
Meet with Academic Advisor.....	8
Apply for/Renew Passport.....	8
Attend UM Study Abroad Information Session.....	9
Research UM Study Abroad Programs.....	10
U Programs.....	10
UM Partner Programs.....	11
Faculty-Led Programs.....	11
Review and Understand Costs.....	11
Budget Sheets.....	12
Stipends and Scholarships.....	13
Speak with Family.....	14
Meet with UM Study Abroad Advisor.....	14
Section III – Application Checklist.....	16
Complete UM Study Abroad Application.....	17
Request Recommendations.....	18
Submit Transcript.....	19
Inform Special Advisors.....	19
Apply for Scholarships/Stipend.....	20
Section IV – Nomination & UM Partner Application Checklist.....	21
Receive Notification of Nomination to UM Partner.....	22
Review Instructions from UM Study Abroad Advisor and/or Instructions from UM Partner.....	22
Complete UM Partner Exchange Student Application.....	23

Housing Application Process for UM Partner	23
Review Course Selection Process for UM Partner	24
Section V – Pre-Departure Checklist	25
Complete Post-Decision Items on My StudyAbroad	26
Determine Course Equivalencies	26
Receive Acceptance from Partner Institution (UM Partners).....	27
Cancel On-Campus Housing & Dining at UM	28
Apply for Visa.....	28
Finances	29
Tuition and Billing	29
Financial Aid.....	30
Withdrawal Policy	30
Fee Obligations and Timetable	31
Appeal Process.....	33
Personal Finance	33
Review Health Insurance Coverage and Health Concerns	34
Insurance.....	34
Health Concerns.....	34
Make Flight Arrangements	36
Attend Pre-Departure Orientation.....	37
Student International Travel Policy.....	37
Credit Only Option.....	39
Course Withdrawal.....	39
Research Available Transit from Destination Airport	40
Communication	40
Research Host Culture and Set Study Abroad Goals	41
Set Goals	42
Leave Key Information with Family.....	42
Pack.....	42
What to bring.....	43
What Not to Bring	44
Section VI – While Abroad Checklist	45
Attend Orientation	46
Get Involved!.....	46
Update Course Selection	47
Review Credit Only Option	47

Log Travel with International SOS.....	48
Medical Care Abroad	48
Maintain UM Connection.....	49
Check UM email	49
Register for courses.....	49
Apply for on-campus housing and dining (if desired)	49
Send Updates to UM Study Abroad	49
Section VII – Re-Entry Checklist	50
Provide Feedback	51
Transcripts	51
Reverse Culture Shock	52
Attend Study Abroad Events	53
Participate in the Photo Contest.....	53
Apply to be a Global Ambassador	53
Professionalize Study Abroad Experience.....	54
Appendix A: Passport Information	55
U.S. Passports.....	55
Renewal of a U.S. Passport.....	55
New Application for a U.S. Passport.....	55
Appendix B: Resources for Identities Abroad	56
Ability Abroad.....	56
LGBTQ+ Abroad.....	56
Race and Ethnicity Abroad	57
Gender Abroad.....	57
Veterans Abroad.....	57
First Gen.....	57
Appendix C: Office Contact Information for Related UM Offices	58

Section I – Study Abroad Myths

Before reading, think about what you have heard about study abroad. Jot down anything that could be a challenge to your ability to study abroad.

There are widely held beliefs about study abroad that are not true! Continue reading below to find out more.

Myth #1: “I can’t use my UM scholarships & financial aid for study abroad.”

Your scholarships and financial aid are applied in the same way during your term abroad as when you are on campus. Speak with your OFAS advisor about your aid package!

Myth #2: “If I study abroad, I will only get transfer credit.”

If you go on any UM study abroad program, you will receive UM credit and UM grades for your classes abroad.

Myth #3: “It is too expensive to study abroad.”

With proper planning, you can find an affordable program with reasonable living expenses.

Myth #4: “I only speak English, so I am limited to Australia or England.”

Most of UM’s programs have course offerings in English, even in locations where English is not the first language.

Myth #5: “I am going to be a senior, so it is too late for me to study abroad.”

You are “in residence” when you study abroad on any UM program. You can even study abroad during your final semester.

Myth #6: “I can’t study abroad because of my major (music, pre-med, engineering, etc.).”

With proper planning alongside your academic advisor, you will be able to study abroad, regardless of your major.

Myth #7: “Classes taken while studying abroad are really easy.”

While classes vary in difficulty by partner university, course level, and subject, UM partners with some of the world’s top-ranked universities; overall class quality and rigor is high.

Section II-Pre-application Checklist

- Meet with Academic Advisor
- Apply for/Renew Passport
- Attend UM Study Abroad Information Session
- Research UM Study Abroad Programs
- Review and Understand Costs
- Speak with Family
- Meet with UM Study Abroad Advisor

Pre-Application External Resources:

- ✓ Department of State Passport and International Travel
<https://travel.state.gov/content/travel/en/passports.html>
- ✓ Department of State: Why Study Abroad?
<https://studyabroad.state.gov/value-study-abroad/why-study-abroad>
- ✓ AIFS Student Guide to Study Abroad and Career Development
http://www.aifsabroad.com/advisors/pdf/Tillman_AIFS_Student_Guide_Career.pdf

Meet with Academic Advisor

When considering studying abroad, it is important to identify the timing (which semester(s)) and duration (summer, semester, or year) that works best in your academic plan. The best way to do that is to meet with your primary academic advisor in your respective department. Often, academic advisors will highlight a semester or year when there is more flexibility in your academic plan and will encourage you to study abroad during that time. When you participate in our UM study abroad programs, it is important to note that you will earn UM credit that will be calculated into your UM GPA. Classes that you take abroad may count for major, minor, and cognate requirements; look for the section on course equivalencies in the Pre-Departure section of this guide for more information.

I have the flexibility in my academic plan to study abroad for a
 semester year summer.

My academic advisor indicated that I [can cannot] take writing courses abroad.

I need to take [major minor cognate elective] courses while abroad.

(Note that elective courses give you the most flexibility with program location.)

Apply for/Renew Passport

In order to go abroad, you must have a valid passport that will not expire during your time abroad or within 6 months of your return. If you are considering a program abroad and do not yet have your passport, or it will expire soon, you should apply for your passport or renewal now.

The application process for a US passport can be found [here](#).

The cost for an initial issuance of a US passport or renewal of a US passport can be found on the [Passport Fee Calculator](#) on the State Department website. Processing time is typically 8-11 weeks, but you may also request an expedited processing time (usually 5-7 weeks) for an additional cost. Always confirm [passport processing time](#) as it may vary depending on the processing facility or time of year.

Consider encouraging your parents to get a passport as well, so they would be able to travel to your program site if you needed parental assistance.

I have applied for my passport; my application was submitted on _____.

My passport is valid through _____.

Attend UM Study Abroad Information Session

There are over 100 UM study abroad programs. With so many opportunities, you should [attend a study abroad information session](#) to learn more about the programs available, where study abroad programs are located, the benefits of studying abroad, costs, and the application process. If you are unable to attend an in-person session, you may view an online version here:

<http://studyabroad.miami.edu/get-started/info-sessions/index.html>.

Things I'm curious about and want to learn at the information session:

Questions that were answered at the information session:

Questions that I thought of as a result of attending the information session:

You can also connect with UM Study Abroad on social media; look for us on Instagram.

- I have connected with Study Abroad on Instagram (@UMiamiAbroad)

Research UM Study Abroad Programs

After [attending a study abroad information session](#), it's time to research programs and develop a short list of programs in which you are interested. To aid in your search, you can use the program search function on the UM Study Abroad website. You can search by location, institution, and academic areas using the simple or advanced search tabs at:

<https://goabroad.miami.edu/index.cfm?FuseAction=Programs.SimpleSearch>

UM partners with institutions that match UM's academic profile (multidisciplinary and academically rigorous). Many of UM's partner institutions offer coursework in English. When you find a program to your liking, be sure to note the terms available, application deadlines, academic calendar and offerings at that institution, and the minimum GPA and language requirements to apply for that program. (This information can be found on the program page.) We also recommend researching the culture of the location in which you are interested and taking into consideration the academic culture of the university when making your decision.

UM Study Abroad offers 3 different program types:

- Semester-Long Programs
 - **U Programs**
 - **UM Partner Programs**
- Short-Term Programs
 - **Faculty-Led Programs**

U Programs

UM's flagship semester-long study abroad programs are offered during the fall and spring semesters and are customized for UM students as a packaged experience. The U programs involve a cohort (typically ranging from 5-25 students, depending on the program) who participate in academic as well as co-curricular activities together.

<u>U Program</u>	<u>Semester</u>
UCape Town	Spring
UGalapagos	Spring
UBarcelona	Spring
ULatin America	Fall & Spring
UParis	Spring
UPrague	Fall & Spring
URome	Fall & Spring
UShanghai	Spring

UM Partner Programs

UM partners with a number of universities around the world. Students can study for a semester or academic year at one of these institutions as an exchange student. On a UM Partner program, you will have the opportunity to experience university life like a local. You will take classes alongside degree-seeking students at the host institution, and you will be assessed in the same style and to the same degree as your peers in class. Students who have chosen to embark on an UM Partner program have reported that by overcoming obstacles encountered abroad, they have gained independence and self-confidence, and were challenged to broaden their perspectives.

Faculty-Led Programs

Faculty-led programs are designed and taught by UM professors; these are short-term programs during the summer, January intersession, and spring break. Courses range from anywhere between one to six weeks. Faculty members will guide the course abroad, and arrange most aspects of the program, including pre-departure information, student housing, excursions, and course-related activities.

I am considering participating in the following types of programs:

U Program

UM Partner Program

Faculty Led Program

Review and Understand Costs

A crucial part of study abroad planning is understanding the costs associated with participation. Contrary to popular misconceptions, study abroad costs are similar to the expenses students have while at University of Miami. In fact, participating in a study abroad program can sometimes be less expensive than being in Miami and living on-campus due to cost-of-living differences, lower student fees abroad, differences in currency, etc.

- If you are participating in a U program, you will pay tuition to UM and a program fee, which includes additional costs (housing, meals, and excursions, depending on the program).
- If you are participating in a UM Partner program, you will pay tuition to UM, but all other fees will be owed to the partner institution.

When you participate in a UM program (including U programs and UM Partner) during the **regular academic year**, scholarships and financial aid that you receive will apply to your UM tuition while you are abroad, in the same way as when you study at UM. You will not owe tuition to a partner institution while studying abroad through UM, as long as you stay within the host institution's credit limit (which may be less than 20 UM credits). During your time abroad, on campus fees at UM would not be charged to your account; instead, your account will have a \$150 study abroad fee. It is rare to receive financial aid or scholarships for **faculty-led programs** because they do not fall in the typical UM academic calendar.

We encourage students to utilize the resources and in-person talks available through UM's Money Management Program:

<https://finaid.miami.edu/resources/fiscal-fitness/index.html>

I understand that if I take more credits than the host's credit limit, or the equivalent of more than ____ UM credits, I will need to pay the difference in tuition.

My total scholarship and financial aid package of _\$ _____ will apply to my study abroad program

Budget Sheets

To get a better idea of approximate costs while you are abroad, UM Study Abroad has compiled a sample "Budget Sheet" for each program, found on their respective program pages; click the 'Current' hyperlink to view the sample budget for that program. You will see the terms 'billable' and 'non-billable'. Billable refers to the charges that will appear on your student account at UM. Non-billable refers to costs students typically incur, but that are usually not charged to their student account and must be paid out of pocket. You can find the program pages by utilizing the search function on the UM Study Abroad website:

<https://goabroad.miami.edu/index.cfm?FuseAction=Programs.SimpleSearch>

My Study Abroad Planning Budget			
Item	Program 1: _____	Program 2: _____	Program 3: _____
UM Tuition			
Program Fee (if applicable)			
Study Abroad Fee			
My Financial Aid package	-	-	-
Subtotal			
Passport/Visa			
Health Insurance (meets visa requirements and covers you in country)			
Housing			
Meals			
Education Books and Other Supplies			
Flight (round-trip)			
Student Fees			
Local Transportation			
Personal Expenses (toiletries, souvenirs, travel, etc)			
Other expense: _____			
Other expense: _____			
Total			

Stipends and Scholarships

To find out more information concerning these scholarship opportunities and to learn more about the application process, please visit the following link:
<http://studyabroad.miami.edu/students/finances/scholarships/index.html>

I (will will not) apply for UM's study abroad stipend.

The deadline for this application is _____.

Speak with Family

Once you've done your homework and researched programs, costs, and offerings, it's time to sit down with your support network and discuss. Your loved ones may have some insight and questions that you may not have anticipated.

I think my support team will be most interested in these aspects of my intent to study abroad:

financial location safety logistics academics support

With this in mind, I prepared for raising the topic with my support team by:

(For example: reading, researching, asking questions, etc.)

I discussed my participation with my _____ on

_____.

My support team reacted by:

expressing excitement asking questions showing concern
 wanting to know more other:

Overall, I would describe my support team as (supportive ambivalent worried) about my wanting to study abroad.

In terms of finances, my support team (will will not) provide support for me to study abroad.

Meet with UM Study Abroad Advisor

Now that you have a good understanding of the programs that you are interested in, it's time to meet with a study abroad advisor. Study abroad advisors understand the program and location that interests you, as well as insight into the application process, visa process, and timeline. Each advisor is present during our virtual walk-in hours and will be available to speak with students during these times. Our Virtual Walk-in Advising hours can be found [here](#).

Be mindful of program deadlines so that you are affording yourself enough time to complete a study abroad application after meeting with an advisor. Be sure to come prepared with questions and this workbook!

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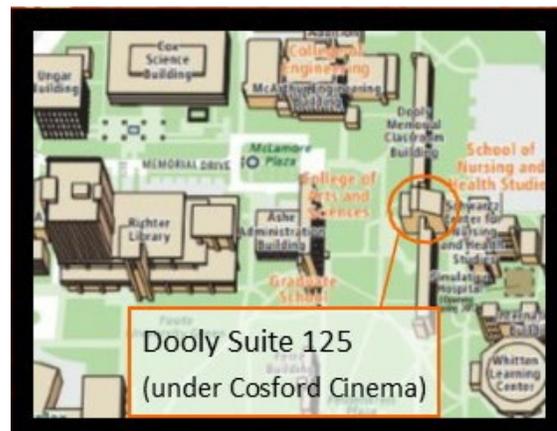
Advising areas: Incoming Exchange Students, General Study Abroad Advising

Campus Location

Dooly Memorial Suite 125
1111 Memorial Drive
Coral Gables, FL 33146

Office Hours

8:30am - 5:00pm, Monday – Friday



Section III – Application Checklist

- Complete UM Study Abroad Application
 - Request Recommendations
 - Submit Transcript
- Inform Special Advisors
- Apply for Scholarships/Stipend

Application External Resources:

- ✓ StudyAbroad.com Guide to the Study Abroad Application:
<http://www.studyabroad.com/student-guide-study-abroad-application>
- ✓ Center for Global Studies at Bennett College Tips for Writing a Personal Statement for Study Abroad:
http://bennett.abroadoffice.net/res/saoffice_static_pages/1223/Tips%20on%20Writing%20a%20Personal%20Statement%20for%20Study%20Abroad.pdf

Complete UM Study Abroad Application

All UM study abroad program applications are completed online through *My StudyAbroad*. Once you are ready to initiate an application for a program, you can simply go to the program page and click *Apply now*. If the *Apply now* icon does not appear on the program page, the program is not currently accepting applications. Typically, the application deadline for a program is at the beginning of the prior semester. For example, if you are planning to study abroad during the spring semester, the application will be due at the beginning of the fall semester prior to your planned departure. Please keep in mind that you can apply to only one study abroad program for any given term, but you are able to list your second choice within the application.

Our goal is to send all qualified students who have met the deadline abroad. If your first choice is unavailable, we will work with you to find an alternate program. Qualified students are those who have completed 2 semesters of college, meet any host institution requirements, meet the minimum GPA requirement for the program and are in good judicial standing at UM.

There are several sections to complete in the application, including an essay, recommendations and in most cases, an official transcript. Check out this page for more details: <https://studyabroad.miami.edu/get-started/apply/index.html>. You will need to complete **all** sections **prior** to the deadline date. You can find your desired program's deadline on the program webpage; search for your program here: <https://goabroad.miami.edu/index.cfm?FuseAction=Programs.SimpleSearch>

I began my application for the _____ program on

(date)

I completed the portions of the application for which I am responsible on

(date)

Request Recommendations

While all programs require recommendations, some require more than others. Please consult the list below for the program that applies to you. All recommendations are requested electronically through *My StudyAbroad*. It is a courtesy to give your recommenders at least two weeks to complete the recommendation.

Program Length	Program Type	Recommendations Needed
Semester Long Programs	U Programs/UM Partners	3 recommendations (2 faculty, 1 academic advisor)
Short Term Programs	Faculty-Led Programs	1 recommendation (academic advisor)

My program deadline is _____, so I need to talk to my recommenders no later than this date _____ to give them at least two weeks to submit their recommendation.

I spoke with my academic advisor and professors on _____ to ask if they would recommend me for study abroad, explaining that they would receive a notice to log in and answer a few short questions (not a formal letter of recommendation).

After getting their agreement, I entered their names in the My StudyAbroad application on _____.

I then (emailed called spoke to) them to let them know they should now see the system-generated email from studyabroad@miami.edu to complete the recommendation.

Prior to the deadline, but at least a week after my initial request, I checked *My StudyAbroad* to see if the recommendations had been completed.

If not I (emailed called spoke to) my recommenders to politely remind them of the upcoming deadline.

Submit Transcript

Depending on the program to which you are applying, you may be required to submit an official or unofficial transcript. Be sure to check the transcript requirements specified on your *My StudyAbroad* application. Generally, the following list reflects the transcript requirements for each program type.

Program Length	Program Type	Transcript Needed
Semester Long Programs	U & UM Partner Programs	Varies by program
Short Term Programs	Faculty-Led Programs	No transcript required

Be sure that you request the transcript with enough time for it to arrive in the Study Abroad office before the deadline. If your program requires an official transcript, you can order one from the Office of the Registrar through your CaneLink account. You can request to pick up your transcript from the Office of the Registrar or have it sent to a specific address. Many students request that the transcript be sent directly to UM Study Abroad (see address on page 2). Note that you may also request an electronic official transcript for a slightly reduced fee; you may have the electronic copy sent to studyabroad@miami.edu. If your program requires an unofficial transcript, you can retrieve that from your CaneLink account. You can find a [step-by-step guide on how to order your official transcript electronically here](#). Currently, electronic versions are preferred in line with the University's response to COVID-19.

The program I'm applying to requires:

an official transcript an unofficial transcript no transcript

If an official transcript is required, I will submit a/an (electronic paper) copy, and I must request it by _____ for it to arrive by the deadline.

Inform Special Advisors

Reach out to any special advisors you might have (such as Financial Aid, Office of Academic Enhancement, Office of Disability Services, Athletics, etc.) to inform them of your plan to study abroad. Find out if there are any steps you need to take, or if there is any documentation you need to submit to maintain your status/accommodations.

Apply for Scholarships/Stipend

Information and application links for UM study abroad stipends and scholarships can be found at <http://studyabroad.miami.edu/students/finances/scholarships/index.html>

When considering a stipend or scholarship, be sure to review scholarship criteria and deadlines.

Looking at

- [Go Overseas Scholarships](#)
- [NAFSA U.S. Study Abroad Scholarships and Grants List](#)
- [Gilman Scholarship](#)
- my own study abroad scholarship search results

...these scholarships are options for me

I submitted my application for _____ scholarship on
_____.

I submitted my application for _____ scholarship on
_____.

I submitted my application for _____ scholarship on
_____.

Section IV – Nomination & UM Partner Application Checklist

The section pertains to UM Partner Program applicants only.

Other applicants, skip to Section V.

- Receive Notification of Nomination to UM Partner
- Review Instructions from UM Study Abroad
- Complete UM Partner Exchange Student Application
- Housing Application Process for UM Partner
- Review Course Selection Process for UM Partner

Receive Notification of Nomination to UM Partner

Once you have submitted your application and the deadline has passed, UM Study Abroad commences with the review process, which includes a meeting/interview with your study abroad advisor. If UM Study Abroad accepts the application, you will be nominated to our partner institution, advancing you to the next stage of the application process. A nomination is an official declaration sent by one university to another that officially sponsors a student for exchange.

I met with my study abroad advisor on _____.

I received notice of my nomination on _____.

Important Takeaways from this meeting:

Review Instructions from UM Study Abroad Advisor and/or Instructions from UM Partner

Along with the notification that you have been nominated to the UM partner institution, you will also receive preliminary instructions from your UM Study Abroad advisor and potentially from the partner institution. The instructions will include next steps specific to the partner institution exchange application.

Important Takeaways from study abroad advisor and UM partner institution:

My Action Items:

Complete UM Partner Exchange Student Application

An additional component of the UM Partner program process is to complete the partner university's exchange student application. Once nominated, be sure to complete the partner institution application in a timely manner. Typically, you will have anywhere from a week to a month to complete the partner institution application. Don't worry – the partner institution application is usually a much shorter version of a full-time student application. The partner institution will often ask for biographical information, essay(s), transcript, and additional recommendations. Some partners may ask you for preliminary course and/or housing selection as well.

It is important to note that partners communicate directly with you, **the student**, and you are responsible for reading all content and meeting all deadlines.

My host institution's application deadline is _____.

My institution's application requires:

recommendation(s) essay(s) transcript
 housing application course selection deposit: \$_____.

I submitted my complete application to _____ on
_____.

Housing Application Process for UM Partner

Be sure to review the housing options available to students. Institutions that provide on-campus residence may have the option of staying in "international houses" where you live with other exchange and international students. Be mindful of the application deadlines for housing. When available, on-campus or partner-facilitated housing is typically provided on a first-come, first-served basis.

My host institution (has on campus housing has off- campus housing provides housing resources) and (guarantees does not guarantee) housing for exchange students. A meal plan (is is not) available.

A housing deposit of _____ is required and due by
_____.

Review Course Selection Process for UM Partner

During this time, the UM partner may provide instructions on course selection. Most institutions, but not all, will provide information in advance regarding courses available to exchange students. Depending on the university, not all courses are available to exchange students.

When selecting courses, students must take the equivalent of 12 to 20 UM credits to remain in full-time status. One credit at a partner institution may not equal one UM credit. The credit conversion scale is available on the program page of the UM Study Abroad website; if you have any questions regarding credit conversion, ask your study abroad advisor. As you begin the course selection process, be mindful of any instructions provided by your academic advisor at UM. Prior to departure, you will need to meet with academic departments to solidify course equivalencies for potential courses that you want to take abroad (see next section for more information about course equivalencies). Similar to course registration at UM, it is not guaranteed that you will get all of the courses you plan to take abroad. UM Study Abroad recommends that you develop a list of twice as many courses as you plan to take while abroad.

The credit conversion at my host institution to UM is: _____.
(This information is available on the program page of the UM Study Abroad website.)

Therefore, I need to take at least _____ courses to be in full-time status at UM.
(number of)

I need to have _____ major/minor/cognate/general education requirements met during my study abroad program; consequently, I should get _____ course equivalencies prior to my departure.

Section V – Pre-Departure Checklist

- Complete Post-Decision Items on My StudyAbroad
 - Determine Course Equivalencies
- Receive Acceptance from Partner Institution (UM Partners)
- Cancel On-Campus Housing & Dining at UM
- Apply for Visa
- Finances
- Review Health Insurance Coverage and Health Concerns
- Make Flight Arrangements
- Attend Pre-Departure Orientation
- Review UM Policies
- Research Available Transit from Destination Airport
- Communication
- Research Host Culture and Make Study Abroad Goals
- Leave Key Information with Family
- Pack

Pre-departure External Resources:

- ✓ Department of State Traveler's Checklist
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>
- ✓ What's Up With Culture? Module 1: What to Know Before You Go
<http://www2.pacific.edu/sis/culture/index.htm>
- ✓ Center for Global Education Country Specific Student Handbooks
<http://www.studentsabroad.com/>
- ✓ US Citizen information on the US embassy page of your destination
<https://www.usembassy.gov/>
- ✓ Department of State Students Abroad
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/students.html>
- ✓ Geert Hofstede Country Comparison tool
<https://www.hofstede-insights.com/country-comparison/>
First read his dimensions of national culture here: <https://www.hofstede-insights.com/models/national-culture/>

Complete Post-Decision Items on My StudyAbroad

Once your status is changed on My StudyAbroad to 'Conditionally Accepted', a new list of tasks will be available for you to complete. Some tasks you will be able to complete immediately, while others will require information you may not yet have (such as travel reservations). The important thing is to do as much as you can as early as you can, so you have less to do during finals. **Do not** wait until you receive an official acceptance from the host institution to begin this process.

All tasks must be completed prior to your study abroad experience.

Determine Course Equivalencies

Courses taken through a UM study abroad program receive UM credit. If you do not get course equivalencies, the credit will be counted as general elective credit and will apply only to the total number of credits needed for an undergraduate degree. If you would like to have a course taken abroad count toward your major, minor, cognate, or general education requirements, you must complete the course equivalency form.

[Course equivalencies](#) are approved by the academic departments; you will need to get signatures from each college (or department) in which you are seeking an equivalency. A list of who is the signatory for equivalencies at each college is available through your My StudyAbroad under 'Important Content for Attention'.

Identifying the UM equivalent of a course abroad is your responsibility, but your academic advisor and the equivalency signatory *may* be willing to assist you. You should gather the course equivalency form and course descriptions (or syllabi if available) for the courses abroad prior to requesting assistance or signatures.

It is very important to obtain equivalencies for the courses you will take abroad **prior** to departure for your overseas program. It is strongly recommended that you get equivalencies for *twice as many* courses as necessary in case you need or want to make changes in your schedule once you are abroad.

Course equivalency forms must be submitted to your academic advisor at UM; it is strongly recommended that you maintain a copy for your own records as well. **The Study Abroad office does not receive or store copies of this form.**

I completed these My StudyAbroad tasks on _____:
(Date)

I need to finalize other details prior to completing these My StudyAbroad tasks,
and my goal is to complete them by _____:
(Date)

I need _____ (#) of courses to count as major/minor/cognate requirements,
and so I have received _____ (#) of equivalencies.

Receive Acceptance from Partner Institution (UM Partners)

Once UM Study Abroad nominates you to a partner institution, you have a very good chance of being accepted.

When you receive your acceptance from the partner institution, you should forward it to your Study Abroad advisor. The 'Overseas Host Application Requirements' and 'Accepted by Host Program' will then be checked off on your My StudyAbroad application. Advisors may also attach the letter to your My StudyAbroad application.

Typically, acceptance letters provide the arrival date, orientation information, and give instructions on the next steps to be completed as well as resources to use for more information. Be sure to review the acceptance letter and the included (or referenced) information very carefully.

If you need to apply for a visa, you should have already gathered the other necessary materials, and this should be the last piece needed for the visa appointment.

Now that you have your official acceptance, you can finalize any remaining logistical arrangements for your time abroad.

I received my acceptance letter on _____ and forwarded it to my Study Abroad advisor.

I have:

- Reviewed the information, dates, and visited any websites mentioned
- Saved a copy to a cloud-based file storage service, like Box or Google Drive
- Put the original letter in a safe place so I know where it is for my visa appointment and/or travel to my host country

Cancel On-Campus Housing & Dining at UM

If you live on-campus, once you have your official acceptance from the host institution, you should cancel your housing & dining plan for your term abroad. You can cancel your housing by visiting the Housing office in Eaton Hall with a copy of your acceptance letter and completing the cancellation form. To cancel spring semester housing, you need to cancel prior to December 1. To cancel fall semester housing, you need to cancel housing within one day of receiving your acceptance.

Students should cancel their meal plan by emailing by emailing diningservices@miami.edu.

I cancelled my on-campus housing on _____ and verified cancellation of my dining plan on _____.

Apply for Visa

You are generally required to have a visa for study abroad. A visa is issued by the country where you intend to travel. You cannot apply for your visa without a passport or if your passport is not up-to-date. Your study abroad advisor or host institution will provide guidance about obtaining the visa for your program, but it is ultimately your responsibility.

This is a lengthy process which requires planning and attention to detail. You cannot delay in focusing on this project, gathering the necessary materials or making your appointment.

- If you are a citizen of a country other than the US, you should inform your study abroad advisor, and check with the embassy or consulate of the country of your citizenship to determine if a student visa will be required for you. You should also inform your ISSS advisor of your intent to study abroad.

The appropriate embassy or consulate of the host country in the U.S. issues the visa. In most cases, in addition to the visa application forms, you may need an official letter from the host university, a medical report, photos, and/or other country-specific requirements. There may be fees associated with the visa application. For detailed information, you should contact the appropriate consulate of the country where you will be studying abroad. The process for obtaining a visa takes time, so you will need to plan to get the necessary paperwork. A list of countries' embassies are listed alphabetically here:

<https://travel.state.gov/content/travel/en/consularnotification/ConsularNotificationandAccess.html>

The host country has absolute control over the entire visa process; University of Miami has no influence over the adjudication of any visa applications. We can, and will, offer

advice, but we cannot exempt you from a requirement, nor secure you an appointment. You need to follow all guidelines and submit everything in a timely manner in order to procure your visa.

Before you can apply for a visa, you will need a valid passport; passports typically need to be valid for 6 months **after** your program end date. See Appendix A for instructions about renewing or applying for a passport.

I have spoken with my advisor or received information from the host institution about the process of applying for the visa. These are the materials I need to gather before the appointment and how long it will take to receive them:

Acceptance Letter:		Proof of Lodging:	
Bank Statement:		Other:	
Health Insurance:		Other:	

Do I need to schedule my appointment; how far in advance should I schedule? Do I need to appear in person?

For my records, I made a copy of all the application materials on _____ and stored them here _____.

Finances

Tuition and Billing

Your UM bill will be calculated as usual, and on the same schedule as if you were attending UM. Your scholarships and financial aid will be applied to your account as normal, and payments can be made on CaneLink, following the deadline set by Student Accounts. You may enroll in the Monthly Payment Plan for your study abroad semester, and if a program fee is on your account, it will also be divided monthly.

Since you are participating in a UM program, you will be billed regular UM tuition for the semester. Below are the charges you will be responsible for on CaneLink:

- Semester tuition (summer tuition is charged on a per-credit hour basis)
- Study Abroad Fee - \$150
- Depending on your program choice you may also be charged an additional program fee. This fee, if applicable, is outlined on your program's budget sheet.

Additional expected expenses will not appear on CaneLink, but estimates can be found on the program’s budget sheet under ‘non-billable’ items. Expenses not covered in the program fee will be paid directly by you (i.e. flight, housing, other student fees).

Program Length	Program Type	CaneLink Charges	Deposit*
Semester Long Programs	U Programs	Tuition, Study Abroad Fee, Program Fee	\$500 Deposit (non-refundable)
Semester Long Programs	UM Partners	Tuition, Study Abroad Fee	No Deposit
Short Term Programs	Faculty-Led Programs	Tuition, Study Abroad Fee, Program Fee	\$500 Deposit (non-refundable)

*Applied to tuition/fees for the semester of the program abroad

Financial Aid

If you have questions about your financial aid package you should meet with a Canes Central advisor prior to departure. Studying abroad may incur additional expenses for which you may apply for aid. If you have specific questions, you should contact Canes Central directly: <https://canescentral.miami.edu/contact/>.

If you receive Florida Bright Futures and enroll in more than 12 US credits, once the drop/add period is over at your host institution and your enrollment is finalized, email your study abroad advisor with your final number of credits.

Withdrawal Policy

Students must decline their space on a study abroad program in writing within two weeks of acceptance. If a student does not withdraw within this time period, the student will be subject to the [UM Study Abroad withdrawal policy](#). Students receiving financial aid who withdraw from a program should discuss potential aid implications of withdrawal with Canes Central before withdrawing.

Voluntary Withdrawal

Voluntary withdrawals refer to all student-initiated withdrawals, including reasons outside of the student’s direct control (visa, medical, etc). Students must notify the Study Abroad office via email of their withdrawal. Students are required to communicate their withdrawal to studyabroad@miami.edu with the subject line “Withdrawal from [name of program]”. This notification must come from the student and include the full name of the study abroad program and reason for withdrawal. Students will receive a reply from Study Abroad confirming message receipt and outlining any remaining steps the student must take.

Date of withdrawal: the withdrawal date will be recorded as the date the email

was received, unless sent after business hours or over a weekend or holiday in which case the withdrawal date would be recorded as the next business day.

Involuntary Withdrawal

Study Abroad reserves the right to withdraw students due to academic or disciplinary issues; students may also be withdrawn due to non-responsiveness or non-compliance with program requirements. Students will be informed via email sent to their UM email address of their withdrawal from a program.

Date of withdrawal: The date of withdrawal will be the sent date of the withdrawal notice email.

Host institutions reserve the right to not accept students or rescind admission. Students will be informed of their withdrawal either by the host institution or the UM Study Abroad office.

Date of withdrawal: The date of withdrawal will be the sent date of the withdrawal notice email.

Fee Obligations and Timetable

The fee timetable below applies to all withdrawals regardless of whether the withdrawal is voluntary or involuntary. Note that students who withdraw may owe UM fees, UM tuition, fees to host institution, **and** other out of pocket expenses.

Non-recoverable costs refer to costs paid out on the student's behalf for the program abroad (i.e., health insurance, ground transportation, lodging, provider fees, etc.).

UM Fees: Any refunds or charges will be processed in CaneLink and payment can be made/received accordingly.

Faculty-Led Programs: Depending on the program, non-recoverable costs can be up to the full program fee.

Date of Withdrawal	Withdrawal Fee
90-31 days prior to program start date	\$500 + any non-recoverable costs
30 days or less prior to program start date	\$1000 + any non-recoverable costs
Program start date through end of program	Full program fee + any non-recoverable costs

Programs with a Program Fee (i.e. U Programs, Seville): Depending on the program, non-recoverable costs may exceed the full program fee.

Date of Withdrawal	Withdrawal Fee
90-31 days prior to program start date	\$500 + any non-recoverable costs
30 days or less prior to program start date	\$650 + any non-recoverable costs
Program start date through end of program	Full program fee + any non-recoverable costs

Programs without a Program Fee (i.e. UM Partner Semester Programs, Summer Direct Enroll Programs):

Date of Withdrawal	Withdrawal Fee
90-31 days prior to program start date	\$150 + any non-recoverable costs
30 days or less prior to program start date through end of program	\$500 + any non-recoverable costs

UM Tuition: Any refunds or charges will be processed in CaneLink and payment can be made/received accordingly. Students receiving financial aid who withdraw from a program should discuss potential aid implications of withdrawal with Canes Central before withdrawing.

Withdrawal from Faculty-Led Programs:

- Prior to the program start date, students are liable for non-recoverable costs.
- After the program start date, tuition charges will be calculated based on factors relating to the start and end dates of the program, length of program, withdrawal date, and the current University of Miami refund policy.

Withdrawal from Semester (U and UM Partner) Programs:

- Tuition will be refunded in accordance with the University of Miami refund schedule and policy, less any non-recoverable costs.
- Note that depending on the program, non-recoverable costs may be up to or exceed the full cost of tuition.

Host Institution Fees: Students are responsible for communicating their withdrawal to their host institution, unless informed otherwise. Students will owe the host institution any required fees in accordance with the host institution's policies.

Other Fees: Expenses related to the study abroad program for which the student/family have incurred or are obligated to pay remain the student's responsibility.

Appeal Process

If the withdrawal was due to extreme and extenuating circumstances, students may appeal the withdrawal fee by submitting a completed Study Abroad Withdrawal Fee Appeal Form along with appropriate supporting documentation within 4 weeks of the withdrawal date. Appeals will be reviewed by the Study Abroad Appeal Committee; decisions will be made within 10 business days of submission. Decisions will be communicated by email to the student's UM email address.

Personal Finance

We encourage students to utilize the resources and in-person talks available through UM's Money Management Program:

<https://finaid.miami.edu/resources/fiscal-fitness/index.html>

Notify your bank and/or credit card company of your travels abroad; if you fail to do so, your cards will not work. Consider adding authorized users to your account to permit family or trusted individuals to work with these institutions on your behalf.

Opening a bank account in other countries varies in terms of access and difficulty, and it may not be recommended (or possible) for your destination.

If you do not already have a debit or credit card with a Visa or Mastercard logo, you should apply for one immediately. Discover and American Express are not as widely accepted abroad. Verify and be aware of the foreign transaction fees for your current accounts; if your cards will be your primary method of purchasing items or accessing cash, you may want to research accounts with no foreign transaction fees.

Check the current exchange rate to get an idea of how far USD will go in your destination. You may want to download a currency conversion app on your phone, such as [Oanda](#) or [XE](#).

If your family will be supporting you while abroad, be sure you sit down with them and work out how much you have to spend each month; this will help you to plan everything from groceries to weekend trips while abroad.

I have a budget of \$ _____ per month for my semester abroad.

I plan to pay for most things with (cash credit/debit card); if credit/debit, I notified my lender/bank about my travel plans on _____.

I have made copies of cards I'm taking and (uploaded to cloud left with family).

Review Health Insurance Coverage and Health Concerns

Insurance

As an outbound study abroad student, you are required to purchase adequate health insurance that will cover you while abroad. Many countries have minimum health insurance requirements for international students, and proof of coverage may be needed when seeking the visa, so this is important to acquire in a timely manner.

You may need to purchase additional or supplemental coverage on your current insurance plan; if you are on your family's plan, you should call your insurance provider to ask if you would be covered in your host country. It's a good idea to ask if the coverage or process for reimbursement changes in any way for expenses incurred in your host country, as well as other countries to which you may want to travel.

The student [United Healthcare plan](#) will provide covered services under the policy for study abroad students at the out-of-network coverage level (except for emergencies, which will be covered as in-network). However, in many cases, doctors/hospitals abroad will not accept US insurance as payment, and students must pay upfront for the services and then seek reimbursement from the insurance provider. This can be a lengthy and difficult process, requiring receipts, translations, etc. So in many cases, students elect to purchase an additional comprehensive travel insurance policy that does not require full upfront payment and seeking reimbursement from the insurance provider. There are additional travel emergency coverage benefits for the UHC plan, which are outlined [here](#).

Make sure you have a way of paying large hospital bills if they arise. Even if you are covered by insurance, you may need to pay costs up front and seek reimbursement from your insurance company.

Health Concerns

Note that it is your responsibility to obtain the necessary immunizations and health screenings prior to your departure. Be sure to inform your physician and insurance company about all countries you may travel to during your time

abroad, not just your primary host country. You need to research which immunizations and medical tests are required. Students are able to contact International SOS for pre-trip healthcare questions; see more information under 'Student International Travel Policy' later in this section. **We encourage you to make a travel medicine appointment at Student Health or elsewhere at least 6 weeks prior to your scheduled departure.** Appointments can be scheduled at mystudenthealth.miami.edu. You should complete a travel medicine questionnaire prior to your appointment, which is available on the portal once you schedule your appointment. Also, please be sure to bring your travel itinerary and vaccination records to your appointment.

Pre-trip consultations will cover:

- Immunizations
- Detailed prevention strategies
- Specific traveler related issues as needed
- TB testing if applicable

Pre-existing Conditions

If you have any ongoing medical or psychological conditions, or are on any long-term medications, be sure you see your physician before leaving to discuss the impact of overseas travel and living.

Prescription medicine

If you take any prescription medications, including birth control, take an adequate supply for the complete duration of your time abroad. You should also take the written prescription with the generic name(s) and specific formula(s) of your medication(s). Be sure all medication you bring is in its original labeled packaging. Research your host country's policies on bringing in medication in case additional documentation is needed, or certain medications are classified as illegal narcotics and prohibited.

Over the Counter Medication

You should bring your preferred over-the-counter medications for cold, flu, pain relief, headache, anti-diarrhea, and motion sickness (if applicable).

Contact lenses and glasses

You may also want to take your prescription for glasses and contact lenses. Contact lens wearers will want to take enough pairs to last them while abroad. Also take your preferred brand of saline solution.

I had a travel medicine appointment on _____.

My current insurance policy (will will not) cover me in my host country and (does does not) meet the visa requirements for my host country.

If not, I will purchase this insurance policy which meets both of the above criteria:

My health insurance will also cover me in these countries to which I intend to travel:

I have ____ months of prescription medication/contact lenses, and an adequate supply of over-the-counter medication.

I spoke with my doctor/therapist regarding any pre-existing conditions, and have worked out the following treatment plan:

Make Flight Arrangements

Students should not buy flights until they have officially been accepted by the host institution, we also recommend that students wait until after they have been granted their visa.

Students make their own travel arrangements; pay attention to the start and end dates provided by your host institution. It is typically cheaper to buy a round-trip ticket, but if you are unsure when you will finish exams, or if you will stay after your program for personal travel, you can buy a one-way ticket or ask the airline if they allow open-ended returns. Keep in mind that some host country's immigration policy may require round-trip airfare for international students. Student airfare rates can often be obtained through [StudentUniverse](#). You may want to shop around on the internet for the best airfares on websites like Expedia, Priceline, Kayak, Google Flights, and Skyscanner.

My flight information:

My airline's baggage policy for international flights:

Attend Pre-Departure Orientation

All UM student participants must attend and complete the pre-departure orientation. Topics covered during the pre-departure orientation include culture shock, cross-cultural adaptation, health & safety, and general academic and disciplinary policies. Orientation is also an opportunity to meet other students studying abroad. In addition to the orientation, student must complete online tasks in My StudyAbroad.

These are the topics I want to learn more about heading into orientation:

These are the main points I learned at orientation:

After attending orientation, I still have these questions:

Review UM Policies

While studying abroad, you continue to be bound by the **UM Student Rights and Responsibilities** as if you were on campus: <http://bulletin.miami.edu/general-university-information/university-policies/student-services/dean-students/>

You must also follow the laws of your host country and the policies of your host institution. Students who violate any of these are subject to disciplinary action at UM as outlined in the UM Student Rights and Responsibilities handbook.

Student International Travel Policy

The University of Miami works with International SOS to increase the safety for UM students, faculty, and staff on UM-sponsored programs abroad. International SOS provides security and risk assessment services to the UM community. By completing your registration with International SOS, you will instantly receive emailed security updates that are relevant to your travel itinerary and your destination for the duration of your travel. All students who are traveling abroad

on a University trip must register with International SOS at the [UM member website](#).

Students must input their entire itinerary including all legs of travel and address abroad. Should your itinerary change at any time prior to and/or during the trip, the changes must be updated in the International SOS website. It is a university requirement for all school-sponsored travel to be logged into the International SOS system. This will enable our security partner to provide better service during an emergency.

You can call International SOS prior to your trip or during your time abroad to ask any questions you may have about health or medical issues, safety, or current situation in a city/country.

UM policy states that any student who does not register with International SOS prior to travel will NOT be authorized to travel. Failure to comply with this policy may lead to the non-recognition of credits of courses taken abroad.

We additionally strongly encourage students to log their personal travel in International SOS so they receive important safety and logistical updates for their destination.

International SOS includes the following services:

I entered my study abroad program travel in international SOS on _____(date).

I (am am not) interested in exercising the credit-only option. I plan to take for this course for credit only: _____. I know the credit only form must be submitted through My StudyAbroad no later than ____ weeks into the start date of the program abroad.

Credit Only Option

If you meet the requirements for eligibility as described in the University of Miami Academic Bulletin, you may choose the credit only option for **one** of your courses.

- If you would like to exercise this option, you must submit the credit only form through My StudyAbroad no later than six weeks after the program start date for regular semester programs (no later than one week for summer programs and UGalapagos program modules).
- Once you choose this option, you are committed to it; the grade you receive at the host institution will not appear on your **UM** transcript*, but you will only earn credit for the course if the converted grade is a C- or above. You will not receive credit for the course if the converted grade is below a C-.
- Please remember that you can only exercise the credit only option once per semester and only if you have a minimum GPA of 3.0. This option can only be used with elective courses or those courses that you do not intend to use to satisfy a major/minor/cognate/general education requirement.
- If you receive merit aid or any aid as a Florida resident, you should consult a Canes Central advisor to determine if taking a course as credit-only will impact your award package.

*Note that the transcript from the host institution **will** list a grade; credit only is a UM process and affects the UM transcript only. If you plan to apply for law, medical, or graduate school, it is possible that the admission committee will request the original transcript from the host institution and will then be able to view your grade.

Course Withdrawal

If you withdraw from a course while abroad and it appears on the official transcript from the host institution to the Study Abroad office, it will be transferred to your University of Miami transcript with the “W” symbol to designate the withdrawal.

UM **must** record courses and grades (adjusted to the UM grading scale) exactly as written on the host university transcript. Therefore, be sure to go through the necessary channels at the host institution to officially drop any courses that you initially register for at the start of the semester but in which you do not plan to remain enrolled.

Note that if your course withdrawal puts your enrollment under the equivalent of 12 UM credits, you will not be considered a full-time student, and your scholarship and financial aid package may be in jeopardy. In addition, full-time study is a requirement of most student visas, so dropping below a full-time load may impact your immigration status in the host country. Students studying at UM as international students are not permitted to drop below 12 UM credits due to their US immigration status.

Research Available Transit from Destination Airport

Some programs offer an airport pick-up; you will be informed if yours does by either your study abroad advisor or the host institution. If an airport pick-up is not provided, research your options. Most airports abroad are connected to the city by light rail and/or express buses. Uber works in a number of countries, and taxi stands are an airport staple (though usually the most expensive option). Think about how much luggage you will have and how long your flight will be when thinking about which option you choose, as well as what time of day you will arrive, since that may limit the options available to you.

The key thing is to know your final destination and multiple transit options, so you have a back-up if your first choice isn't available upon arrival.

My arrival plan is:

My back up plan is:

If my flight is delayed, I will:

Who, if anyone, do I need to notify if my plans change? (List email/phone)

Communication

While abroad, you will still need to access UM systems, which means that you will need to be able to use **Duo Mobile** abroad. UMIT has a page devoted to answering questions about **Multi-Factor Authentication**: <https://it.miami.edu/a-z-listing/multi-factor-authentication/>. If you take your MFA enrolled device abroad, you can use the passcode option rather than the 'push' option to enable access without using data or needing Internet access. You can also pick up a hardware token from the UMIT Student Help Desk and bring this with you abroad.

More and more public spaces offer free wifi or internet access. While this can be helpful, it can also leave your devices and data vulnerable to others on the open network. UM offers a **Virtual Private Network (VPN)** through **Pulse Secure**; you should connect to the VPN to protect your information before accessing any open network. See the UMIT guide here: <https://it.miami.edu/about-umit/it-news/made-for-u/made-for-u-vpn/index.html>

Check with your phone provider to see what your options are for adding an international plan. In some cases, you may be able to add an international plan including voice and data, and in others, it may be too expensive to add voice. While adding an international plan can provide peace of mind, especially upon your initial arrival, most destinations will have options to buy a local phone or SIM card at an affordable price. Having a local

number may also enable you to connect more easily with residents of your host country.

Make a point of connecting with people important to you before you leave; you will be very busy getting ready to depart and making sure your paperwork is in order, so don't let this slip by! Plan ahead and be sure you see everyone you want to see before you go—you may want to plan a gathering a week or two before your departure, so you can see everyone together at one time.

Before you leave, make sure your preferred mailing address on CaneLink is your permanent address, not your current UM (local) address. Ensure that all of your mail is going to an address where it can be forwarded to you or handled by someone you trust.

Talk with your family and friends and set up a communication plan for while you are abroad; this can be as simple as downloading WhatsApp or Skype and agreeing to message at least once a week. The way you choose to communicate, it's best to establish a method and agree on the frequency before you leave so everyone can manage expectations.

My current phone provider (offers does not offer) an affordable, international plan.

If not, I plan to (buy an unlocked phone & local SIM buy a local phone/SIM).

I updated my address on CaneLink to my permanent address on _____ (date).

I will communicate with people in the US through _____ (phone/app).

Research Host Culture and Set Study Abroad Goals

Before you leave, it's a good idea to learn as much as you can about the country and region where you will be living. This helps you to learn about cultural norms before you arrive, as well as get more out of your time abroad. Some ways to do this are:

- Pay attention to the news (read one article per day),
- Watch TV shows and movies set in your destination,
- Read books (both travel guides and fiction can be valuable)
- Read English newspapers from your destination (read one article per day).

Check out the Richter Library/Study Abroad resource page for the country where you will be studying: <https://sp.library.miami.edu/subjects/studyabroad>

More information about specific countries is available through the US State Department: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Set Goals

Now, look back at the very first page of this workbook. Are your goals and aspirations for your study abroad experience still the same? Has going this far through the process changed your goals?

If you didn't complete that part of the workbook, take some time now to think about what you would like to get out of your study abroad experience. This will help you be more intentional during your time abroad and maximize your experience.

Leave Key Information with Family

Make copies of your credit/debit cards, flight information, driver's license, insurance information, passport and visa; take at least 1 set with you and leave 1 set with your parents. You may also want to upload a copy to a cloud-based service, like Google Drive or Box, so that you can access it while abroad.

In many cases, your exact address while abroad is not available until your arrival. When you do have your address, share this with your family, as well as your phone number if you get a local number while abroad.

Pack

Pack as light as you can, keeping in mind that you are not moving away permanently and that you will accumulate things while you are overseas. The following considerations should help you as you decide what to take:

- ❖ **Climate.** The climate for each location is different and should affect the way you pack. Don't forget to look at the anticipated climate for both the beginning and end of your time abroad!
- ❖ **Luggage requirements.** Although there used to be an allowance of two checked bags on transatlantic flights, be warned that many airlines charge an additional fee for checked bags and both trains and connecting flights charge extra for overweight luggage. Many airlines have reduced weight limits for checked baggage recently, so make sure to check with your airline before you leave to verify size and weight specifications.
- ❖ **Label all bags.** Ensure every bag is marked with your name, address, and final destination both on the inside and on the outside of the bag.

- ❖ **Itemized list.** It is recommended that you make a list of all of the items in your checked baggage and keep it on your person. If your luggage is lost, this list will come in handy.

What to bring

- ✓ Don't over pack! Be certain everything you pack is essential. Most items can be purchased at your destination. Save room for gifts and souvenirs. Roll your clothes – you will fit more in your suitcase.
- ✓ Suitcases with wheels are easier to carry on longer trips. Backpacks are better for multi-location traveling and for areas with rough terrain. Internal-frame packs are comfortable to carry, but can be cumbersome on trains and buses. A small travel bag is convenient for weekend trips, and a book bag is handy for day trips.
- ✓ Take practical clothes. It is best to bring clothes that require minimal care, are comfortable to travel in, and can be layered. Layering is the best way to prepare for unpredictable temperatures both inside and out, as you may find buildings are not heated and cooled to the same degree that they are in the States. You will probably need only two changes of dress clothes.
- ✓ We strongly recommend that you bring with you two pairs of comfortable walking shoes with good arch support such as sneakers or a casual leather shoe. You will be doing far more walking abroad than you do in America.
- ✓ Essentials:

<u>Carry On Bag</u>	<u>Checked Luggage</u>
<input type="checkbox"/> Passport/Visa	<input type="checkbox"/> Extra copies of important documents
<input type="checkbox"/> Other entry documents, as needed	<input type="checkbox"/> Toiletries
<input type="checkbox"/> Boarding pass (or mobile app)	<input type="checkbox"/> Over the counter medications
<input type="checkbox"/> Copies of important documents and emergency contact information (including closest embassy)	<input type="checkbox"/> Seasonally appropriate and practical clothing, accessories, shoes, etc.
<input type="checkbox"/> US and destination currency (small amounts—use money belt or travel pouch)	<input type="checkbox"/> Optional: First aid kit/sewing kit/eyeglass repair kit/nail clippers/razor/bath towel
<input type="checkbox"/> Credit and debit cards	<input type="checkbox"/> Converter (for 110-volt)
<input type="checkbox"/> State Driver's License	<input type="checkbox"/> Eye glasses/contact lenses
<input type="checkbox"/> Prescription medication in original container, with generic formula, back up supply, and letter from doctor	<input type="checkbox"/> Extra sweater/scarf to cover arms and head for certain holy sites

<input type="checkbox"/> Instructions for treating any allergies or unique medical conditions	<input type="checkbox"/> Extra laptop battery, hard drive or flash drives
<input type="checkbox"/> Contact lens/glasses prescription	<input type="checkbox"/> Backpack or duffel bag for weekend trips
<input type="checkbox"/> Camera/laptop/electronics	<input type="checkbox"/> Travel guide-Let's Go, Lonely Planet
<input type="checkbox"/> Cell phone, charger, and adapter	<input type="checkbox"/> Small umbrella, or other rain gear
<input type="checkbox"/> Full change of clothing & wash cloth/soap in case luggage is lost	
<input type="checkbox"/> Extra batteries (if packing something battery operated)	

What Not to Bring

- Expensive or sentimental value items. You are strongly discouraged from bringing any valuables with you. The potential financial and - more importantly - emotional impact of losing or being victim to a theft of your valuables, likely outweighs the comfort you will receive from having them with you.
- Hair dryers, straighteners, etc. The electricity overseas is usually more powerful than in the U.S. and will burn out American products.

Section VI – While Abroad Checklist

- Attend Orientation
- Get Involved!
- Update Course Selection
- Review Credit-Only Option
- Log Travel on International SOS
- Medical Care Abroad
- Maintain UM Connection
 - Check UM email
 - Register for courses
 - Apply for On Campus Housing & Dining (if applicable)
 - Send Updates to UM Study Abroad

While Abroad External Resources:

- ✓ [Department of State \(Victim of Crime/Lost Passport/Crisis information/Medical Emergency\)](#)
- ✓ [Department of State Travel Alerts and Warnings](#)
- ✓ [Department of State Doctors/Hospitals Abroad](#)
- ✓ [Center for Global Education: Adjustments and Culture Shock](#)
- ✓ [Schengen Fact Sheet \(for students going to Europe\)](#)
- ✓ [Federal Voting Assistance Program](#)
- ✓ [Passport Index \(Check to see if you need a visa for further travel\)](#)
- ✓ [IATA Travel Center](#)

Recommended Free Apps:

- ✓ **Smart Traveler** (produced by US State Department)
- ✓ **Google:** Translate, Maps, Photos, Drive, Hangouts, Trips, and Keep (To Do Lists)
- ✓ **Language Acquisition:** Duo Lingo or Mango (free through UM Library)
- ✓ **Currency Conversion:** Oanda Currency Conversion, Xoom Money Transfer, or XE Currency
- ✓ **Communication:** WhatsApp, Skype, GroupMe, Facebook Messenger, or Viber
- ✓ **Navigation:** CityMapper, Moovit, Maps.me, or Transit (Note: check if your destination is listed)
- ✓ **Locating WiFi:** SpeedSpot or WiFi Finder
- ✓ **Sightseeing:** HistoryPin, Findery, Rick Steves Audio Europe, or Like A Local
- ✓ **Food:** Yelp, Foodspotting, Foursquare, Like A Local, or Happy Cow (vegetarian/vegan)
- ✓ **Travel:** Triplt, GateGuru, Kayak, Skyscanner, Hostelworld, TripAdvisor, or Lonely Planet
- ✓ **Stress Management:** Calm.com, Headspace, GPS for the Soul, Happify, or Pacifica
- ✓ **Journaling:** Penzu or Grid Diary
- ✓ **To Do Lists:** Evernote, Wunderlist, or Habitica
- ✓ **Find Me Gluten Free:** reviews of restaurants that mentions eating gluten-free
- ✓ **HappyCow:** an online service that lists sources of vegan, vegetarian and healthy food.

Attend Orientation

You are required to attend your host institution's orientation. Orientation provides valuable information, such as academic policies, emergency/security procedures, how & where to seek medical attention, and local cultural norms. It is also a great way to meet other new students, the staff of the international office, and ask any questions you may have.

Most UM study abroad students tell us that many of the social connections they made abroad began at orientation.

My host institution's orientation will be held on _____.

The key takeaways from orientation were:

I was surprised to learn these things from orientation:

These student/staff/faculty members were introduced at orientation and may be useful contacts in the future:

Get Involved!

Get plugged into campus life, through student organizations or the international office. This will help you to make connections and navigate your host institution and city. Find out the local resources to know what is happening on campus and in town each week; **Time Out** is one such publication available in many cities worldwide.

Tips for getting involved and navigating the host culture:

- Keep an open mind: Be open to learning about the host culture, ask questions and attempt to understand behaviors as being different from your own rather than “better” or “worse”.
- Branch out: Make an effort to meet and make friends with people in your host culture; explore your surroundings and look for opportunities to get involved. Take the initiative—no one can do it for you! Try to limit time spent alone in your room and with technology/social media.
- Develop your language skills: Sharpen your local language abilities by listening to the radio, watching television or films with subtitles and strike up conversations with locals to practice.
- One way to help with feelings of culture shock, isolation, or loneliness is to continue some of your habitual behavior from the US. For example, if you normally jog in the morning, continue to do so!

I'm interested in getting involved in _____ in my host institution/community.

These publications/blogs/websites have local event listings:

In the US, I do this regularly and would like to continue to do so in my host country:

Update Course Selection

In many cases, students either need or choose to change their course selection while abroad. This is why we recommend getting twice as many equivalencies as you need. Communicate with your academic advisor if you should have any changes to your schedule that may affect your equivalencies.

My host institution's add/drop period ends _____ (date).

Review Credit Only Option

See Credit Only portion in the Pre-Departure section to review this information.

Log Travel with International SOS

In addition to logging your travel to/from the US, you are expected to continue to log your travel while abroad when you leave your host city. This will ensure you get updates about anticipated events that may affect your travel or stay in your destination. It will also help UM to get in touch and locate you if necessary, should an emergency event take place. [Log pre- and post-program travels as well as weekend trips during your program here.](#)

Medical Care Abroad

One key to maintaining your health abroad is preparing ahead of time; make sure that you have an adequate supply of necessary prescription medication and any over-the-counter medication you may need for the entire duration of your program. Shipping medication from the US abroad can range in terms of the consequence and may be illegal depending on the medication and destination country, and is therefore not recommended.

Contaminated food and/or drink cause most common traveler ailments. Read the CDC's guide to safe food and water here: <http://wwwnc.cdc.gov/travel/page/food-water-safety>

The quality and procedure of receiving medical care may be different in your destination. Similarly, the range of healthcare and other support services at your host institution may not be the same as what is available on UM's campus. If you need to seek medical attention, it is advisable to ask the international office or student services office at your host institution for advice; they will know if your situation is best for a pharmacy, doctor, or hospital. They may also be able to recommend an English-speaking doctor or hospital. Typically, US embassies and consulates also maintain a list of English-speaking doctors and hospitals in their country of operation; see the Department of State Doctors/Hospitals Abroad link at the beginning of this section in order to find this information for your destination.

Make sure that you know the equivalent of 911 in your host country so that you can receive or call for care in the event of an emergency.

My host country's emergency number(s) is/are: _____

The tap water in my host country (is is not) safe to drink.

My local pharmacy is located: _____
_____.

The nearest English speaking hospital/clinic is: _____.

Maintain UM Connection

Although you will be abroad, you are still a UM student and will need to follow certain procedures to maintain your record at UM. Questions about Duo Mobile and Multi-Factor Authentication? See the 'Communication' information in the Pre-Departure section.

- Remember to re-file the FAFSA by the deadline.
- If you are graduating the semester you are abroad, you should complete your graduation check with your advisor **prior to** going abroad and apply for graduation through CaneLink while abroad.

Check UM email

Official UM communication will continue to be sent to your UM email while you are abroad. You are responsible for the content of these official communications, and therefore need to regularly check your UM email.

Register for courses

The study abroad office registers you in UM placeholder courses for your period abroad, but you are responsible for registering in courses at UM for the following semester. This registration period will occur while you are abroad. Reach out to your academic advisor ahead of your registration window if you need to discuss your course selection. Ask which communication method your advisor prefers: email, phone or Skype.

The registration process will be the same as if you were on campus, through CaneLink.

Apply for on-campus housing and dining (if desired)

Studying abroad does not affect your seniority for on-campus housing, and the procedure for applying for on-campus housing and a meal plan will be the same as if you were on campus, through CaneLink.

Send Updates to UM Study Abroad

Your study abroad advisor loves to receive updates from you, especially photos that are appropriate for our website or social media! Pictures and videos can be sent attached to emails to your study abroad advisor. Also, keep an eye out for the Study Abroad Photo Contest & submit pictures for a chance to win prizes and be featured in our Study Abroad calendar!

When posting on social media, tag the Study Abroad office, or use:
#canesabroad

Instagram: [UMiamiAbroad](#)

Section VII – Re-Entry Checklist

- Provide Feedback
- Transcripts
- Reverse Culture Shock
- Attend Study Abroad Events
- Participate in the Photo Contest
- Apply to be a Global Ambassador
- Professionalize Study Abroad Experience

Re-entry External Resources:

- ✓ What's Up With Culture? Module 2: Welcome Back! Now What?
<http://www2.pacific.edu/sis/culture/index.htm>
- ✓ Transitions Abroad: Coming Home
http://www.transitionsabroad.com/publications/magazine/0507/coming_home_from_study_abroad.shtml
- ✓ The Center for Global Education: Reverse Culture Shock
<http://www.studentsabroad.com/handbook/reverse-culture-shock.php?country=general>
- ✓ Transitions Abroad: Marketing Study Abroad
http://www.transitionsabroad.com/publications/studyabroadmagazine/2006Fall/marketing_your_study_abroad.shtml
- ✓ StudyAbroad.com: Effective Marketing of Your Study Abroad Experience to Employers
<http://www.studyabroad.com/resources/effective-marketing-of-your-study-abroad-experience-to-employers>
- ✓ Lessons From Abroad
<https://www.lessonsfromabroad.com/>

Provide Feedback

We ask for your feedback on your program in two ways:

1. Program evaluations are available to you through My StudyAbroad. These must be completed in order for you to be a Global Ambassador.
2. Come into the study abroad office and speak with your study abroad advisor as well! Not only do we love hearing about your experience, but what you tell us helps as we advise other students considering your program.

Transcripts

You do not need to request a transcript for your grades to come back to UM; your host institution will send a transcript to your Study Abroad advisor. If you are asked for the address to send a transcript to while you are abroad, you should provide the Study Abroad address: <https://studyabroad.miami.edu/about-us/contact-us/index.html>

Since the semester dates of many host institutions vary from the UM calendar, your grades may take longer to appear on your official UM transcript. In some cases, host institutions have different grading procedures that result in a longer wait for final grades and transcripts than students experience at UM.

This can potentially delay financial aid and scholarship awards. You should follow the appeals process if you receive a notification from Canes Central or the Office of Student Financial Assistance & Employment.

Typically, students are able to see their grades earned abroad through the host institution's online portal long before the Study Abroad office receives the official transcript. Once we receive the transcript, our office creates a grade report which converts the credits and grades, including the credit only option if selected.

The grade report, grading scale and transcript are then uploaded to your My StudyAbroad application, where you can view and access them. The originals are sent to the Registrar, which then adds the grades and credits from the grade report to your UM transcript.

For graduating seniors: Note that once your graduation has been processed by the Registrar, it is not possible to change your grades as your UM record is final once you graduate. Therefore, if you are appealing a grade or re-sitting for an exam with a partner abroad, or at UM, you should request to delay your graduation until after that process has been completed.

Once you see the courses on your UM transcript, you can let your academic advisor know that your DPR (Degree Progress Report) can be updated to reflect your course equivalencies.

- Note that your UM transcript will list “Study Abroad” and the title of the course taken abroad as it appears on the host institution’s transcript, but that the course prefixes will all be SAP AB# (i.e. SAP AB1). Course equivalencies do not affect this course prefix. If a specific course prefix is important to you for further study, we recommend that you include your course equivalency form, DPR or original transcript from the host institution with your transcript or application.
- In some cases, graduate/medical/law schools will ask for the original transcript from the host institution, even though it appears on the UM transcript. While abroad, if you already know that you will be applying for further study, we recommend that you request a few official copies of your transcript directly from the host institution. This will drastically reduce the time it will take for you to receive the transcripts.

Our office does not review your account for holds prior to processing but note that a hold on your account would prevent your official UM transcript requests from being completed. You would need to contact the office responsible for the hold and resolve the issue in order to receive your official UM transcript; our office does not have the ability to remove holds.

My program abroad ends on _____.

My host institution plans to send my transcript to UM around this time:
_____.

I (am am not) planning to apply for graduate/medical/law school. If so, I have requested _____ copies of my official transcript from my host institution to be sent directly to me.

Reverse Culture Shock

When you first come home, you may be excited to see everyone and be in a familiar place...but you may also miss the incredible people you met and opportunities you had while abroad! Feeling lost and between two places is completely normal during this time. Here are some practical steps to help:

- Seek out global groups or clubs on campus, like [COISO](#).
- Keep in touch with friends you made at your host institution abroad.
- If you studied your destination’s language while abroad, register for language classes on campus, join a language club, and/or seek out international students willing to practice with you.

Check out the external resources listed at the beginning of this section of the workbook for more information on Reverse Culture Shock.

I miss these things about my life abroad and my host culture:

I am grateful for these aspects of my life in the US and home culture:

I plan to combat reverse culture shock by:

Attend Study Abroad Events

We invite returned students to join us for a variety of events, including a welcome back social, outbound student orientation, and chances to meet the inbound exchange students. Join us!

Participate in the Photo Contest

We know you took great photos while abroad, and we want to see them! [Submit your pictures to our photo contest for a chance to win prizes and be featured in the annual Study Abroad calendar.](#) It's not all about the picture though...you also need to try to capture the experience with words. Submit a quote describing that moment or encapsulating your overall experience abroad; you might see it in our future materials!

Apply to be a Global Ambassador

Can't stop talking about your experience abroad? Are your friends and family sick of hearing about it? Great! We want you to be a Global Ambassador!!

The Study Abroad office's Global Ambassadors are returned study abroad students who both welcome incoming international exchange students to campus and encourage other UM students to study abroad.

In addition to getting free rein to speak about your experience abroad in a meaningful way to an interested audience, this is a great item to add to your resume, as you will gain several transferrable skills. For example, you can take the initiative to start or lead projects, work as part of a team, plan and attend study abroad events, gain confidence in your public speaking and more!

GA application link: <https://studyabroad.miami.edu/about-us/global-ambassadors/index.html>

Professionalize Study Abroad Experience

You had a lot of fun while abroad, and that's wonderful—we're happy for you! But you can't tell potential employers that all you learned while abroad was how to comply with Ryan Air rules to avoid fees or that gelato is better than ice cream.

There are a lot of skills that you learned while studying abroad, even if you were not consciously aware of them. Most employers value the 'soft skills' that can be learned through a sustained international experience, such as the ability to work with people of different backgrounds, adaptability, resilience, problem solving, and so on.

It is a good idea to have a short 30-second "elevator speech" about your study abroad experience ready; people often ask "how was it?!" when they learned you studied abroad, and for most returned students, it is really difficult to answer that question succinctly on the spot. So, don't! Have an answer ready; we recommend a short anecdote that you feel is representative of your time abroad or where you had an 'eureka' moment about your host culture.

If you get to the interview stage, you will need more than a 30-second response, so also think about a longer narrative that conveys what you learned about your host and home culture, how you changed, and what qualities you think you gained as a result. It is really helpful to highlight these abstract qualities with specific examples; too many interviewees give only abstract or only specific answers. Find a way to combine the two while still presenting a well-laid out and cohesive narrative.

Action Items:

- Add your study abroad experience to your resume
- Reflect on your experience: what was the most rewarding, what was the most challenging, what are you the proudest of, what did you learn?
- Visit the Toppel Career Center to learn how to talk about your study abroad experience in an engaging, informative way that is meaningful to employers

That's the end of our Study Abroad workbook! Thank you for reading along and participating; we hope this guide has been helpful and informative.

If you have any thoughts about resources to include, or items that should be added or expanded, please send an email to us at studyabroad@miami.edu.

Appendix A: Passport Information

For travel and study abroad, you will need a passport issued by the country of your citizenship. Non-U.S. Citizens should inquire with the consulate or embassy of their country of origin for information on renewing your passport. Your passport should be valid for the period you are abroad and six months after the date of departure from the country in which you are studying or traveling. If you already have a passport, be sure to verify that it is not due to expire!

U.S. Passports

The U.S. Department of State issues [passports to United States citizens](#). You can apply for a passport at a passport agency, many federal and state courts, some post offices, and City Hall. Certain criteria will determine whether you can apply for a passport by mail or need to do so in person.

Renewal of a U.S. Passport

You can renew your passport by mail if you:

- ✓ Already have a passport that is not damaged; and
- ✓ Received it within the past 15 years; and
- ✓ Were at least age 16 when it was issued; and
- ✓ Still have the same name as in passport (or you can legally document your name change).
- ✓ If your passport has been altered or damaged, you cannot apply by mail. You must apply in person.
- ✓ To apply for a passport by mail you will need to:
 - Complete the DS-82 application form
 - Attach to your application form
 - your most recent passport
 - two identical passport photographs
 - application fee payable to the U.S. Department of State

Mail in a padded envelope to: National Passport Center P.O. Box 90155 Pittsburgh, PA 19190-0155

New Application for a U.S. Passport

You'll need to apply in person if ...

- ✓ your expired U.S. passport is not in your possession
- ✓ your previous U.S. passport has expired, and was issued more than 15 years ago
- ✓ your previous U.S. passport has expired, and it was issued when you were under 16
- ✓ your previous U.S. passport was lost, stolen or damaged

There are also 13 regional passport agencies that serve customers who are traveling within 2 weeks (14 days), or who need foreign visas for travel. Appointments are required in such cases.

Appendix B: Resources for Identities Abroad

We are so lucky at UM to have a diverse student body, and we want our outgoing study abroad students to feel comfortable while abroad. We hope these resources empower you to research the situation in your destination and seek any additional resources and services you may need. We encourage you to discuss any concerns you may have with your Study Abroad advisor early on in the process.

Comprehensive Identity Resources:

- **Diversity Abroad's Diversity and Inclusion Guide:**
<https://www.diversityabroad.com/article/diversity-and-inclusion-abroad-guide>
- **IES's Student Diversity and Access Resources:**
https://www.iesabroad.org/student-diversity-access#paragraph-info_wrapper-6061
- **CISabroad's Inclusion and Access Abroad:**
<https://www.cisabroad.com/inclusion-access-abroad/>

Ability Abroad

- UM Academic Resource Center: <http://camnercenter.miami.edu/>
The ARC will help determine what accommodations are available at the host institution for both learning and physical disabilities.
- Mental Health: <https://www.goabroad.com/downloads/meaningful-travel-tips-tales-for-mental-health-goabroad.com.pdf>
- Exchangeability: <https://esn.org/exchangeability>
- Emerging Horizons: <http://emerginghorizons.com/>
- Abroad With Disabilities: <http://abroadwithdisabilities.org/>
- Mobility International USA:
<http://www.miusa.org/plan/americans-abroad>
<http://www.miusa.org/resources>
<http://www.miusa.org/ncde>

LGBTQ+ Abroad

- UM Health Center LGBT Health:
<http://studenthealth.studentaffairs.miami.edu/clinical-services/lgbtq-health/index.html>
- Department of State LGBTI Travel Information:
<https://travel.state.gov/content/passports/en/go/lgbt.html>
- International Lesbian, Gay, Bisexual, Trans and Intersex Association (ILGA):
<https://ilga.org/>
- National Center for Transgender Equality:
<http://www.transequality.org/issues/travel>
- OutRight Action International: <https://www.outrightinternational.org/>
Click on 'Where We Work' and then the region to see the links to the country-specific pages.
- NAFSA: Association of International Educators Rainbow Special Interest Group (SIG): <http://www.rainbowsig.org/resource-center/study-abroad/>

- Refuge Restrooms (Gender Neutral Restrooms with GPS): <http://www.refugerestrooms.org/>
- Go Abroad.com's LGBT Student Guide: <https://www.goabroad.com/downloads/lgbt-study-abroad-guide.pdf>
- TransRespect Versus Transphobia: <https://transrespect.org/en/>
Click 'Explore', then the '+' under the 'Choose a Map' heading to see the drop down categories, then you can select a country to see the selected data for a specific country.

Race and Ethnicity Abroad

- All Abroad.us Info to Support Diversity: <http://www.allabroad.us/diversity-resources.php>
- Diversity Abroad Destination Guides: <http://www.diversityabroad.com/destinations>
- Transitions Abroad: Top 10 Reasons for African American Students to go Abroad: <http://www.transitionsabroad.com/listings/study/articles/studyjul1.shtml>
- IES Abroad Country Specific Resources (17 Countries available): <https://www.iesabroad.org/study-abroad/student-diversity-access/resources/country-specific>

Gender Abroad

- Department of State Women Travelers: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/women-travelers.html>
- Women Travelers JourneyWoman: <http://www.journeywoman.com/>
- Her Own Way: http://www.voyage.gc.ca/publications/woman-guide_voyager-feminin-eng.asp
- Transitions Abroad Women's Travel Guide: <http://www.transitionsabroad.com/listings/travel/women/index.shtml>

Veterans Abroad

- Institute of International Education: http://www.iie.org/en/Programs/GI-Bill-Benefits-for-Study-Abroad#.V9cij_krJ9M0

First Gen

- Diversity Abroad: <https://www.diversityabroad.com/articles/tips-heritage-seekers-traveling-abroad>
- IFSA Unpacked: <https://www.ifsa-butler.org/unpacked/>

Appendix C: Office Contact Information for Related UM Offices

If you find yourself in an emergency situation, after utilizing local emergency services you should contact the University of Miami Police Department: +1.305.284.6666.

(They will contact & work with the necessary offices, including Study Abroad.)

Registrar: canescentral@miami.edu
305-284-2294

Student Accounts: canescentral@miami.edu
305-284-4247

Financial Assistance: canescentral@miami.edu
305-284-6000

Student Health Center: studenthealth@miami.edu
305-284-9100

Housing: housing@miami.edu
305-284-4505

Dining: diningservices@miami.edu
305-284-3584

Dean of Students: doso@miami.edu
305-284-5353

Counseling Center: 305-284-5511
*Note that UM cannot offer counseling sessions via phone, but if you call after hours, you can speak with a phone counselor (not from UM).

Sexual Assault Response Team: 305-798-6666

Risk Management: riskmanagement@miami.edu
305-284-3163

My school/college's dean's office phone number is: _____

My academic advisor's email address is: _____

My academic advisor's phone number is: _____



Last Updated: 12/15/2021