Study Abroad Guide & Workbook

A Student’s Resource to Navigating the Study Abroad Process

Photo Credit: Joelle Destache

Photo Credit: Kathryn Hornbeck

Photo Credit: Valeria Alonso

Photo Credit: Adrianna Urquieta
My goals for my study abroad experience:

What do I want to learn from this experience?

In what ways do I hope to grow?

What do I hope to accomplish?

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 entire process of studying abroad, from the initial thought of “I want to study abroad” through their return to the UM campus after their time abroad.

This should be 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 and keep track of what they did and when.

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

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 and exchange 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. Through the presence of international exchange students, the internationalization of academic and student life at the University of Miami is enriched. 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.

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# Table of Contents

Section I: Study Abroad Myths ................................................................. 4

Section II: Pre-Application ................................................................. 5
   Meet with Academic Advisor ......................................................... 6
   Apply for/Renew Passport ............................................................. 6
   Attend UM Study Abroad Information Session ............................. 7
   Research UM Study Abroad Programs ............................................. 8
   Review and Understand Costs ....................................................... 9
   Speak with Family ........................................................................ 11
   Meet with UM Study Abroad Advisor ........................................... 12

Section III: Application ..................................................................... 13
   Complete UM Study Abroad Application ........................................ 14
      Request Recommendations ....................................................... 14
      Submit Transcript .................................................................... 15
   Apply for UM Study Abroad Scholarships/Stipend ...................... 16

Section IV: Nomination and Exchange Application ............................ 17
   Receive Notification of Nomination to Partner Institution ............. 18
   Review Instructions from UM Study Abroad ............................... 18
   Complete Partner Institution Exchange Student Application ....... 19
   Housing Application Process for Partner Institution ................. 19
   Review Course Selection Process for Partner Institution ......... 20
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 you studying abroad.

In some cases, there are widely held beliefs about study abroad that are actually 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’re on campus.

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.

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 with your academic advisor, regardless of your major, you can study abroad.
Section II-Pre-application

- 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
**Meet with Academic Advisor**

Before you consider studying abroad, it is important to determine the timing (which semester(s)) and duration (summer, semester or year) that best works in your academic plan. The best way to do that is to meet with your primary academic advisor in your respective school/college/department. Often, academic advisors will highlight a semester or year when there is more flexibility in your course selection, and will encourage you to study abroad during that time. When you participate in a UM study abroad program, it is important to note that you will earn UM credit that will count towards your UM GPA. Many of the classes that you take abroad may count for major, minor, and cognate requirements, and your academic advisor can help you navigate that process.

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 courses abroad for writing credit.

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 upon 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 at https://travel.state.gov/content/passports/en/passports.html

The cost for an initial issuance of a US passport or renewal of a US passport is approximately $140.00. The processing time is usually 4-8 weeks. You may also request an expedited processing time (usually 3 weeks) for an additional cost.

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. Please consult the information session schedule on the UM Study Abroad website at www.miami.edu/studyabroad.

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 Twitter, Instagram, Facebook, Tumblr, and Skype.

I have connected with Study Abroad on these platforms:

- Facebook (umiamistudyabroad)
- Twitter (UMiamiAbroad)
- Instagram (UMiamiAbroad)
- Tumblr (umiamiabroad.tumblr.com)
- Skype (UMabroad)
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 you would consider attending. 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 at https://goabroad.miami.edu/index.cfm?FuseAction=Programs.MapSearch.

UM partners with institutions that match UM’s academic profile (multidisciplinary and rigorous). It is also important to note that almost all of the institutions with which UM partners offer a large breadth of coursework in English. When you find a program(s) to your liking, be sure to note the terms it is offered, application deadlines, academic offerings at that institution, and the minimum GPA and language requirements to apply for that program. All of this information can be found on the program page. It is also wise to research the culture of the location in which you are interested, as well as the academic culture of the university you choose.

UM Study Abroad offers 3 different program types:

- Semester-Long Programs
  - U Programs
  - Exchange Programs (Year terms are also available)
- Short-Term Programs
  - Faculty-Led Programs

U Programs

UM’s flagship study abroad programs are offered either during the fall and spring semesters. U programs are customized for UM students as a packaged experience, unlike exchange programs, which are more independent programs abroad. The U programs involve a cohort of UM students (typically ranging from 5-20 students, depending on the program) who participate in both academic and co-curricular activities together. As a cohort, students will be provided similar course offerings in addition to opportunities outside of the classroom (excursions, service learning, internships etc.). The following is a current list of U Programs: UBuenos Aires, UCape Town, UGalapagos, UIndia, UPrague, URome, and UShanghai.

Exchange Programs

UM partners with a number of universities around the world. Students have the opportunity to study for a semester or academic year at one of these institutions. In addition to having greater independence, students on exchange programs have more flexibility with location, term, and curriculum.

Faculty-Led Programs

Many UM professors design and teach short-term UM courses abroad during the summer, January intersession, and spring break. These 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
- ☐ Exchange Program
- ☐ Faculty Led Program

**Review and Understand Costs**

A crucial part of studying abroad is understanding the costs associated with participation. Contrary to popular misconceptions, study abroad is quite affordable when compared 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 on-campus due to cost-of-living differences, lower student fees abroad, and difference in currency, etc.

If you are participating in a U program, you will still pay tuition to UM and a program fee, which includes additional costs (sometimes housing, meals, and excursions, depending on the program). You won’t pay any required fees to the university abroad. If you are participating in an exchange program, you will pay tuition to UM, but all other fees will be owed to the partner institution. UM tuition includes up to 20 credits of coursework, but partners may have a lower credit limit which would apply. 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.

When you participate in a UM program (including U programs and exchange) during the regular academic year, any scholarship or 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 never owe tuition to a partner institution while studying abroad through UM, as long as you stay within the host institution’s credit limit. It is important to note that if you plan to participate in a faculty-led study abroad program, these programs are usually considered “full-pay” because they operate outside of the typical UM academic calendar. In many cases, it is very rare to receive financial support for faculty-led programs.*

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.

* Singer, Stamps, Jenkins, or Hammond Scholars participating in a faculty-led program during the January intersession or spring break period may be eligible for scholarship covering the cost of tuition. If you are an Employee Dependent, your tuition remission will cover faculty-led programs. Please discuss with your scholarship advisor.
**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 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.MapSearch](https://goabroad.miami.edu/index.cfm?FuseAction=Programs.MapSearch).

<table>
<thead>
<tr>
<th>Item</th>
<th>Program 1:</th>
<th>Program 2:</th>
<th>Program 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM Tuition</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Program Fee (if applicable)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Study Abroad Fee</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>My Financial Aid package</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
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<tr>
<td>Passport/Visa</td>
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<tr>
<td>Health Insurance (meets visa</td>
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<tr>
<td>requirements and covers you in</td>
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<td></td>
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<tr>
<td>country)</td>
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<tr>
<td>Housing</td>
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<td></td>
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<tr>
<td>Meals</td>
<td></td>
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<td></td>
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<tr>
<td>Education Books and Other Supplies</td>
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<td></td>
</tr>
<tr>
<td>Flight (round-trip)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student Fees</td>
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<td></td>
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<tr>
<td>Local Transportation</td>
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<tr>
<td>Personal Expenses (toiletries,</td>
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<tr>
<td>souvenirs, travel, etc)</td>
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<tr>
<td>Other expense:</td>
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<td></td>
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<tr>
<td>Other expense:</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>
**Stipends and Scholarships**
UM Study Abroad offers stipends and scholarships for students interested and in need of additional funding during their time abroad. To find out more information concerning these scholarship opportunities and to learn more about the application process, please visit the following link: [http://www.miami.edu/index.php/study_abroad/costs_and_financial_aid/scholarships/](http://www.miami.edu/index.php/study_abroad/costs_and_financial_aid/scholarships/)

I (☐ am ☐ am not) interested in applying for UM’s study abroad stipends and scholarships.

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 plan it out. 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 have a strong understanding of the program and location that interests you, as well as insight into the application process, visa process, and timeline. This person will be one of your most important contacts moving forward throughout the process. Email the advisor who manages the location that interests you and set up an appointment time. Be mindful of program deadlines so that you are affording yourself enough time to complete a study abroad application after meeting with an advisor. And be sure to come prepared with questions!

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Advising areas: Austria, Belgium, Finland, Germany, Iceland, Italy (including URome)

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Advising areas: Australia, China (UShanghai), Hong Kong, India (UlIndia), Japan, Malaysia, Singapore, South Korea, and Turkey

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

Visit: The Study Abroad Office, Rhodes House, 37F
Section III – Application

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

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. All UM study abroad program applications are done online through MyStudyAbroad. 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 abroad who have submitted a complete application by the deadline. If your first choice is unavailable, we will work with you to find an alternate program.

There are a number of sections to complete in the application, including an essay, recommendations and in most cases a transcript. You will need to complete all sections prior to the deadline date. You can find your desired program’s deadline at the following link:

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 MyStudyAbroad. It is a courtesy to give your recommenders at least two weeks to complete the recommendation.

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Program Type</th>
<th>Recommendations Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Long Programs</td>
<td>U Programs/Exchanges</td>
<td>3 recommendations (2 faculty, 1 academic advisor)</td>
</tr>
<tr>
<td>Short Term Programs</td>
<td>Faculty-Led Programs</td>
<td>1 recommendation (academic advisor)</td>
</tr>
</tbody>
</table>

*Some programs may also require a foreign language evaluation.*
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 MyStudyAbroad application. Generally, the following list reflects the transcript requirements for each program type.

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Program Type</th>
<th>Transcript Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Long Programs</td>
<td>U Programs</td>
<td>Varies by program</td>
</tr>
<tr>
<td>Semester Long Programs</td>
<td>Exchanges</td>
<td>Official Transcript</td>
</tr>
<tr>
<td>Short Term Programs</td>
<td>Faculty-Led Programs</td>
<td>No transcript required</td>
</tr>
</tbody>
</table>

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 ($10.00 charge) 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 your Study Abroad advisor. If your program requires an unofficial transcript, you can retrieve that from your CaneLink account.

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 ___________ in order for it to arrive by the deadline. (Allow 5 days for electronic transcripts and 3 weeks for paper transcripts.)
Apply for UM Study Abroad Stipend/Scholarships

Information and application links for UM study abroad stipends and scholarships can be found at

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

Looking at (NAFSA US Study Abroad Scholarships and Grants List
Go Overseas 63 Study Abroad Grants and Scholarships
StudyAbroadFunding.org Gilman Scholarship my own Google 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 _______________.
I submitted my application for _______________ scholarship on _______________.

Section IV – Nomination & Exchange Application

This section is applicable to students who are applying for an exchange program.

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

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 the partner institution, advancing you to the next stage of the application process. A nomination is an official declaration sent by one university to another, “sponsoring” a student and vouching for their viability 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 Partner Institution

Along with the notification that you have been nominated to the 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 partner institution:

My Action Items:
Complete Partner Institution Exchange Student Application

An additional component of the exchange 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 1 week to 1 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 a preliminary course selection process and/or housing application as well.

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 Partner Institution

Be sure to review the housing options available to students. Many institutions that provide on-campus residence 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 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 Partner Institution

During this time, the partner institution may provide instructions on course selection. Most institutions, but not all, will provide information concerning 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. 1 credit at a partner institution may not equal 1 UM credit. Be sure to verify the UM credit value with 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 your academic advisor to solidify equivalencies for potential courses that you want to take abroad. UM Study Abroad recommends that you develop a list of twice as many courses as you plan to take while abroad. Similar to course registration at UM, it is not guaranteed that you will get all of the courses you plan to take 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.