Off-Campus Timeline and Checklist

**Underlined = Meeting, Italic = Form, Bold = Due Date**

### February/March
- **You’re Accepted! START HERE**
- **COMMIT**
  - Commit to your program and complete the documents marked "ACCEPT" in the online portal by **February 28, 2017**
- **PAY**
  - Pay Study Abroad Deposit to the Cashier’s Office (1st floor Waller) by **February 28, 2017**
- **COMPLETE**
  - Go to the OIE online portal to complete new Learning Content, Questionnaires and Materials by **March 14, 2017**
- **ATTEND**
  - General Pre Departure Meeting
    - **March 13, 2017, 4:15 to 5:45**
    - Montag Den
    - **March 14, 2017, 11:15 to 12:45**
    - Hatfield Room, Library
  - Site Specific Pre Departure Meeting – see the WISE site for date, time and location information.

### March/April
- **Spring Break!**
- **ATTEND**
  - What's the Difference? Intercultural Skills Seminar – see the WISE site for date, time and location information.
- **COMPLETE**
  - Continue to do individual research into your host location. Talk with former participants. The OIE will help connect you to returned students from your program.

### April/May
- **Pay close attention to any communication from your host program or OIE.**
  - You may need to complete additional forms for their purposes. Honor all deadlines they have for you.
  - **ATTEND**
    - Complete the travel itinerary questionnaire in portal to provide OIE your flight information.
  - **READ**
    - Read and carefully consider all materials issued or recommended by the program that relate to the safety, health, legal, environmental, political, cultural and religious conditions at the host location.
  - **ATTEND**
    - What's the Difference? Intercultural Skills Seminar – see the WISE site for date, time and location information.
- **FINAL EXAMS END**
- **COMPLETE**
  - Final Exams End
  - Complete the travel itinerary questionnaire in portal to provide OIE your flight information.

### Before Departing US
- **Provide parents and/or anyone else who needs to know with emergency contact information.**
- **Make two copies of all relevant information and personal documents. Leave one set of copies at home and take one set with you.**

### On Arrival
- **You made it!**
- **Immediately communicate with your family to let them know you arrived safely. Send any new contact information to your parents, friends, family.**

### Upon Return
- **Complete the Study Abroad Evaluation.**
  - A link to the evaluation is in WISE.
- **Contact the OIE to volunteer to help promote your program to future students.**
- **Optional Reentry Activities:**
  - Become a peer advisor for OIE.
  - Give a presentation in the Language in Motion Program
  - Post a TellUs blog

**Questions? Contact the Office of International Education at oieadvising@willamette.edu**