**Off Campus Study Timeline and Checklist**

**Spring Semester**

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

**February and 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: $300 to the Cashier’s Office (1st floor Waller) by February 28, 2017.

- **PAY**
Pay close attention to any communication you receive from other Willamette departments during this time (i.e. Residential Services, Mail Center, Student Accounts, etc.). You may need to take specific action because you will not be on campus next semester.

**September**

- **ATTEND**
Site Specific Pre Departure Meeting – you’ll be contacted by an OIE Advisor for date, time and location information.

- **PAY**
Pay Study Abroad Deposit: $300 to the Cashier’s Office (1st floor Waller) by February 28, 2017.

- **PAY**
Pay close attention to any communication you receive from other Willamette departments during this time (i.e. Residential Services, Mail Center, Student Accounts, etc.). You may need to take specific action because you will not be on campus next semester.

**October**

- **ATTEND**
General Predeparture Orientation Meeting
Mon, Sept 11, 2017 4:15 – 5:45 pm
Montag Den

- **ATTEND**
What’s the Difference? Intercultural Skills session
Sign up in WISE for specific session

- **COMPLETE**
Complete all predeparture forms. These will be posted in the online application portal near the start of fall semester.

- **COMPLETE**
Complete all Pre Departure Forms posted in the online portal by Sept 11, 2017.

**November and December**

- **ATTEND**
Discuss your proposed off-campus class schedule and your proposed returning-to-Willamette schedule with your academic advisor.

- **COMPLETE**
Complete all additional paperwork for your host institution by the required deadlines. May include:
  - Housing application
  - Meal plan sign up
  - Arrival pick up form
  - Course preferences
  - Housing deposit/payment of fees

- **COMPLETE**
Complete all Pre Departure Forms posted in the online portal by Sept 11, 2017.

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

Classes End

TIMELINE CONTINUES ON OPPOSITE SIDE
<table>
<thead>
<tr>
<th>Immediately Following Final Exams</th>
<th>Before Departing for Program</th>
<th>While Away</th>
<th>Upon Return</th>
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</thead>
<tbody>
<tr>
<td><strong>Final Exams End</strong></td>
<td><strong>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 in your program location.</strong></td>
<td><strong>You made it!</strong></td>
<td><strong>COMPLETE</strong></td>
</tr>
<tr>
<td><strong>COMPLETE</strong></td>
<td><strong>Provide parents and/or anyone else who needs to know with emergency contact information.</strong></td>
<td><strong>Immediately send any new contact information to your parents, friends, family.</strong></td>
<td><strong>Complete the Study Abroad Evaluation for your program. The link can be found in the WISE site used during the predeparture period.</strong></td>
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<tr>
<td><strong>COMPLETE</strong></td>
<td><strong>Make two copies of all relevant information. Leave one set of copies at home and take one set with you.</strong></td>
<td><strong>Double check that you are getting the credits that you need while away, contact the OIE with any questions.</strong></td>
<td><strong>Contact the OIE if you would like to talk with students interested in attending your program</strong></td>
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<tr>
<td><strong>COMPLETE</strong></td>
<td><strong>Carry with you any important contact numbers for your program, in case of flight delays.</strong></td>
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<td><strong>COMPLETE</strong></td>
<td><strong>Check in with all airlines and the Transportation Security Administration (TSA) about baggage and other travel restrictions.</strong></td>
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<td><strong>Take a deep breath and GO!</strong></td>
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</table>

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