

# SUMMER ABROAD CHECKLIST:



## WHAT DO YOU NEED TO DO TO GET READY FOR THE SUMMER?

After completing your online application, make sure you do the following:

(You will need to use the same email address and confirmation ID assigned to you.)

- Upload your digital photo - <https://secure.uno.edu/intled/inst/photo/>
- Complete the online Medical Form - <https://secure.uno.edu/intled/inst/medical/>
- Apply for your passport. This site will give you all the information needed: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)
- Apply for financial aid (at your own university, or through the opportunities listed on our website). Please pay attention to deadlines, as many are quickly approaching! We can supply a detailed expenses letter.
- Book and pay for your flight (after discussing with the Program Coordinator) and send itinerary to our office.
- Order books for your courses prior to departure.
- Make second payment on or before **March 6**.
- Make final payment on or before **April 14**.

### If you are NOT a UNO student, you will also need:

- 1) **Immunization Waiver:**  
<http://inst.uno.edu/Writing/docs/Imm%20Form%202014.pdf>
- 2) **Request for an official university transcript from your home institution and send to :**  
UNO Division of International Education  
Att: Jarred Marlatt, Program Director  
UNO International Center 124  
2000 Lakeshore Drive, New Orleans, LA 70148

## THE UNO WRITING WORKSHOPS ABROAD FREQUENTLY ASKED QUESTIONS

### ➤ When do I get my passport?

Immediately! This is sometimes the most time-consuming aspect of travel preparation. You can have your passport issued at a major post office or check with the passport office to make your appointment.

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

You will also need to give us a copy of the inside (photo page) of your passport for our records.

### ➤ How do I choose and enroll for classes?

When you apply, you select from a list of classes listed on the form. You will select one for each section you desire, up to three sections. You will also need to select an alternate class for each section. It is up to the student to talk to his or her university and counselor to make sure the credits can be transferred for a specific class. **Please note that 5000- and 6000-level course numbers are graduate sections, whereas 2000- and 4000-level are undergraduate sections.**

### ➤ What if the class I chose does not “make”?

Because of the limited size of our program, not all classes will have enough students to make. It's important to choose your course early in order to give that particular class the best chance of making. If your class is not available, we will place you in your alternate choice of courses. You will receive confirmation of your courses and the corresponding syllabi prior to departure.

### ➤ What about books and assignments for my classes?

Prior to your departure for the program, you will receive a list of books to order, syllabi, and instructions for any assignments or readings that need to be completed prior to arrival. You may purchase the books from your local bookstore or order online.

### ➤ When do I pay for the program?

Once your initial deposit is received, you will be sent an e-mail reminder for the remainder of the payments. It is your responsibility to keep up with the schedule of payments. It is imperative that you keep up with the schedule of payments or you may be placed on a waiting list! The payment schedule is listed on our website, and on the front of this form. If you are pending financial aid, please let our office know so we can note this in your file.

You can make online payments by following the link at the top of the Program Fees & Financial Aid page:

<http://inst.uno.edu/writing/Pages/fees-housing.cfm>

### ➤ How do I book my flight?

Our office can give you advice regarding transportation, but you must book your flight on your own. Do not make non-refundable reservations until you are sure you can attend. Also, please consult with us regarding time of arrival, etc. so we can help you decide on the best venue.

Most students like to travel with others on the program. If you have friends or family who are also participating in the program, you are encouraged to book with them. Feel free to post on our Facebook page to coordinate this. You may also be able to book the same flight as one of our participating faculty members. Contact the Program Coordinator for assistance.

You can make plans online through agencies such as [www.kayak.com](http://www.kayak.com), [www.orbitz.com](http://www.orbitz.com), [www.travelocity.com](http://www.travelocity.com), [www.statravel.com](http://www.statravel.com) and many more. Please be sure to go with a **trusted site** and also make sure to book the correct dates. You can also use a travel agent or frequent flyer miles. Once you have your itinerary, please email it to us so we can plan accordingly.

### ➤ What if I have other questions?

Having questions is normal. If at any time you have questions about any aspect of the program, please feel free to contact us by calling (504) 280-7345, emailing [writingabroad@uno.edu](mailto:writingabroad@uno.edu), or stopping by the UNO International Center, Room

**Thank you very much for your application to the 2017 Writing Workshops at Brunnenburg!**