



THE UNIVERSITY of  
NEW ORLEANS

INTERNATIONAL STUDENT EXCHANGE PROGRAMS  
DIVISION OF INTERNATIONAL EDUCATION

## WHAT TO DO BEFORE YOU LEAVE

**Fee Payment:** All students will be registered for 12 hours of placeholder credit and charged tuition and fees accordingly, plus Study Abroad Health Insurance (\$180 per semester). All students should regularly check [Webstar](#) and pay their UNO fees according to the UNO fee payment schedule and notify the ISEP office if anything is not correct. All of these fees must be paid by the UNO fee payment schedule.

**Financial Aid/Scholarships (for UNO students only):** If you have any questions about Financial Aid, (Privateer Enrollment Center, Library), please contact **Christina Richardson** at 280-6674 or by email at [cmricha1@uno.edu](mailto:cmricha1@uno.edu). Scholarship/TOPS recipients should notify Jessica Fajardo about their study abroad plans. She may be reached at 280-6686 and at [jfajardo@uno.edu](mailto:jfajardo@uno.edu). If you do not identify yourself as a study abroad student to Financial Aid, they cannot help process your financial aid appropriately. We send Ms. Richardson a memo detailing each outgoing exchange student's financial breakdown per semester and the dates of their program.

**Legal Issues:** You are advised to give someone that you trust power of attorney (POA) to handle financial and school matters for you in the United States while you are overseas. Attorneys and notaries perform this service regularly and usually have the necessary forms on hand. You do not have to submit any documentation to the UNO ISEP office, but it is helpful for you to tell us who your POA is. The person you have designated as your POA should keep the original notarized form in order to show proof that they have POA for you and can act on your behalf.

**Medical Services:** UNO students can receive discounted medical examinations from **Student Health Services** in the University Center (UC) 238. Please call 280-6387 for appointments. Some countries may require certificates of good health to issue student visas. This form can be signed by Student Health Services. Please bring copies of all prescriptions that you are currently taking abroad with you, as well as a good supply of any medication that you need.

**Health Insurance:** UNO requires that all students carry health insurance while studying abroad. All students must be covered by the insurance policy chosen by the UNO Division of International Education. The cost of this policy is \$180 per semester, and payment in full is due prior to departure. The brochure outlining this policy is available online at <http://inst.uno.edu/insurance.cfm>. You are required to have coverage during your program of study. If you wish to have additional coverage for travel before and/or after your program, you may request that coverage directly from the insurance company for \$1 per additional day.

**Medical History Form:** All students should also fill out online Medical History Form (<https://iesec.uno.edu/intled/students/medical.aspx>) prior to departure. This information is kept on file and only used in case of an emergency.

**Course Selection:** For most of you, course selection is finalized when you arrive in your host country. However, you should give careful consideration before leaving to the kinds of courses you would like to take. Information about course offerings and the conditions of study in your host institution can be obtained from the host institution- either on their website or from their International Office. It is advised that you consult with **Dr. John Hazlett**, the academic advisor for exchanges abroad. He is located in IC 117 and may also be reached at 280-1136 and [jhazlett@uno.edu](mailto:jhazlett@uno.edu). In addition, please make sure that you have completed a degree audit or program checklist with your academic department. A copy of this should be given to Dr. Hazlett. You will also need to fill

out our Enrollment Verification Form <http://inst.uno.edu/exchange/docs/EnrollmentVerificationForm2.lnk.pdf>) with a proposed list of classes you will take at the host institution before you leave. This list should be validated by the host university upon your arrival. Students are also responsible to confirm that they will return with the equivalent of 12 UNO credit hours per semester (or more).

**Grade Status:** You also have to decide if you want your courses to be recorded as Pass/Fail or for Letter grades. Fill out the Grade Status form given to you by the ISEP staff and bring it back to our office.

**Visa Applications:** All students planning to live and study in a given country as a registered student will have to get a student visa. It is your responsibility to find out how to do so, and to submit all necessary documents in order to obtain the visa. For a list of consular offices, the necessary forms, and help in applying for your visa, go to: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html).

**Smart Traveler Enrollment Program (STEP):** It is recommended that American citizens traveling abroad register with the State Department's Smart Traveler Enrollment Program. This is a free service provided by the U.S. Government and is designed to better assist you in case of an emergency in a foreign country. Please visit the STEP webpage at <https://step.state.gov/step/> or additional information and guidelines.

**Money:** Often the best way to carry money overseas is with a VISA/MC or ATM card. Withdrawing money from an ATM using these cards is rarely a problem overseas. However, it is best to make sure that you have a back-up source of cash, such as travelers' checks. Keep in mind that ATMs overseas may sometimes charge fees for withdrawals, so it is best to keep the number of withdrawals to a minimum or find your favorite ATM that charges less. It is also always useful to notify your bank or creditor of when and where you will be travelling to avoid any complications to the access of your funds.

**What to Leave Behind:** One good idea is to make copies of your passport, credit cards (both sides), and all important documents (insurance cards, etc.) and leave the copies with your POA (power of attorney). That way if your wallet or purse is stolen, someone you trust has all of your important numbers. Some people also like to carry a photocopy of their passport and leave the original in a safe place in the room or locker once overseas. That is a personal decision, but might be a good idea if you are just walking about the city where you are living. Of course, any time you travel any kind of distance, you should have your passport with you.

Some students also like to leave a package of winter (or summer) clothes ready to be sent by their family member or friend when it is a good time to have that clothing.

**Incoming Students:** There are currently students here at UNO from most of our partner universities. They might serve as good contacts for you when you arrive. At the least, they can tell you what life is like where you're going. We will also be welcoming new incoming students from these countries for the upcoming semester. Most will be arriving the week prior to the first day of class. If you would like to meet current students, or to help welcome new students with airport pick-ups or tours of the city, please contact the ISEP staff at 280-6388, or [isep@uno.edu](mailto:isep@uno.edu).

**Stay in touch:** Please stay in touch with the International Student Exchange Programs Office to let us know what is happening with you overseas. We will need your contact information in your host country as soon as you are able to send it to us. Be sure to give your contact address and phone number overseas to your family and friends as well. And join the group on Facebook (search for "UNO International Exchange Programs")! Don't forget to also send us your class schedule and updated enrollment verification form after arriving at your host institution.

**Be aware:** Keep up with news, both in your home country and overseas. You are responsible for keeping up-to-date on problems which may arise such as possible transit strikes, travel advisories or other situations. To keep up with our health and safety information, go to <http://studenthealth.uno.edu/>. Also, to keep up with U.S. Department of State travel advisories, go to <http://travel.state.gov>.