WHAT TO DO BEFORE YOU LEAVE

Fee Payment: All students will be charged tuition and fees for 12 hours of credit and Study Abroad and Health Insurance. Fee bills will be generated by the Bursar’s office by the middle of the summer semester or you may pay online via Webstar. Students participating in exchanges in the Czech and Slovak Republics must also pay for a dormitory room and meal plan at Pontchartrain Hall. Please make sure all the charges are correct. All of these fees must be paid by the UNO fee payment schedule.

Financial Aid/Scholarships: If you have any questions about Financial Aid, (ADA 1005), please contact Jennifer Williams at 280-6732 or by email at jkwilli4@uno.edu, or Denise Spellman at dspellma@uno.edu. Scholarship/TOPS recipients should notify Zena Dickerson about their study abroad plans. She may be reached at 280-3191 and at zdickers@uno.edu. If you do not identify yourself as a study abroad student to Financial Aid, they cannot help process your financial aid appropriately. Each of you should bring to Ms. Williams a memo from us of your financial breakdown per semester and the dates of your program.

Legal Services: As UNO students, you are entitled to free notary services from Student Legal Services. The lawyer on campus is Monique Gardner. She may be reached at 280-6159 or mgardner@uno.edu to set up an appointment. 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. A sample POA is available if you request it. If you wish to use it, feel free. This form does not have to be returned to the UNO ISEP office unless you wish us to know who your POA is. The person you have designated as your POA should keep the original notarized form.

Medical Services: UNO students can receive discounted medical examinations from Student Health Services in HPC 137A. Please call 280-6387 for appointments. Most countries 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 Metropolitan College Division of International Education. The cost of this program is $180 per semester, and payment in full is due prior to departure. You should have received a brochure of this policy, as well as a medical history form. The brochure is also available online at http://inst.uno.edu/austria/forms/Medical-Insurance-Brochure.pdf. You are required to have coverage during your program of study. If you wish to have extra coverage before and/or after your program, you may request that coverage for $1 per additional day.

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 ED 170 and may also be reached at 280-6142 and jhazlett@uno.edu. In addition, please make sure that you have completed a check sheet with your college so that you know what types of courses you need in order to graduate. A copy of this check sheet should be given to Dr. Hazlett. 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 for longer than 3 months 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_1765.html.

Money: Often the best way to carry money overseas is with a VISA/MC or ATM card. Withdrawing money 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 high fees for withdrawals, so it is best to keep the number of withdrawals to a minimum. 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. 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 clothes ready to be sent by their family member or friend when it is time for cold-weather clothing.

Incoming Students: There are currently students here at UNO from most of your 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 Fall 2008 semester. Most will be arriving the week of August 13th. 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 Mary at 280-6388, or 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.

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.