**UNH-Approved/Exchange Programs - Spring Study Abroad Checklist \***

*You must apply to a program by September 25 and submit required GEC items by October 15.*

**February-March (1 year before)**

* Create a profile in [UNH-Via](https://unh-global.via-trm.com/), your portal to the study abroad world at <https://unh-global.via-trm.com.>
* Learn how UNH study abroad works at <http://www.unh.edu/global/education-abroad>.
* Attend a mandatoryStudy Abroad Information Session, offered every Tuesday 12:45pm.
  + Check the Events/Calendar on the [GEC homepage](http://www.unh.edu/global/education-abroad) for locations.
  + Call GEC if you have a class or work conflict to schedule an alternative session.
* Research [study abroad](http://unh.edu/cie/study-abroad-programs) opportunities.
  + Search and favorite programs on your [UNH-Via](https://unh-global.via-trm.com/) dashboard.
* Attend a Study Abroad Fair, meet a [Global Ambassador](https://www.unh.edu/global/peer-mentors).
  + If a program is not in UNH-Via, you must petition for a [one-time approval](https://www.unh.edu/global/sites/default/files/cie/media/pdf/one-time_approval_petition2016.pdf).
* Meet with advisors:
  + Academic advisor – to learn how study abroad fits into your academic plan.
  + Study Abroad Advisor - to discuss options in program selection.
* Review program costs and [financing](https://www.unh.edu/global/financing-planning) options (scholarships & financial aid).
* Attend workshops to learn more about financial aid and scholarships.
* Apply for GEC and other [scholarships](https://www.unh.edu/global/scholarships-fellowships) (check eligibility).
* Research [housing](https://www.unh.edu/global/return) and lease/sublet options for your return to campus.

**April-May**

* Discuss plans with parents, refer to the GEC [Parents page](https://www.unh.edu/global/parents).
* Apply for a [passport](http://travel.state.gov/content/passports/en/passports.html) or renew it if due to expire within 6 months of program’s end.

**August (semester before)**

* Start the two-step process: Apply to the program of your choice and establish your UNH Study Away Eligibility
  + In [UNH-Via](https://unh-global.via-trm.com/traveler/users/sign_in) favorite your program to your dashboard and start the application.
  + The UNH Eligibility form can be found within this application.
  + It may take up to two weeks for your Dean’s Office to notify GEC of your status.
* Reconnect with your academic advisor(s) if you have questions about fulfilling major or minor requirements and/or if you need forms signed.
* [Make an appointment](https://www.unh.edu/global/advising) with your study abroad advisor if you have questions about programs, your plans have changed and/or you need forms signed.
  + Use GEC walk-in advising hours for quick questions and turning in forms, check [website for times](https://www.unh.edu/global/advising).

**September**

* **September 25 Deadline -** Apply to spring program of your choice in [UNH-Via](https://unh-global.via-trm.com/).

**October**

* **October 15 Deadline** – Submit all mandatory items found on your [UNH-Via](https://unh-global.via-trm.com/) dashboard.
* Apply for a student visa if required.
* If you live on campus, [petition to be released](http://www.unh.edu/housing/study-abroad) from housing contract.

**November**

* Mandatory registration in the [International Travel Registry](https://www.unh.edu/global/international-travel-registry). Instructions will be emailed to you.

**December**

* Attend mandatory Pre-Departure Orientation typically the first Saturday in December.

*\* UNH Managed program checklists may differ. Check with your program advisor.*