Study Abroad
Getting Started Workbook

“Not all those who wander are lost”

-J. R. R. Tolkien
What’s Inside

1 Getting Started

Getting Started .................................................. 2
Identify Your Goals for Study Abroad ...................... 3
Benefits of Study Abroad .................................. 4
What, When, and Where to Study Abroad .............. 5

2 Selecting the Right Program

Program Types .................................................. 7
UF GPA Credit vs. Transfer Credit ....................... 8

3 How to Apply

Online Application Guide .................................. 10
Application Process by Program Type .................. 11
Academic Advising Form ................................... 12

4 Program Financing

Financing Your Program ..................................... 14
Financial Aid Checklist ..................................... 15
Study Abroad Scholarships .................................. 16
Scholarship Essays 101 ..................................... 17
Fund Raising Letter ........................................... 18

www.abroad.ufic.ufl.edu
Hey Gator!

Welcome to the first step of your Study Abroad journey. This workbook will help you navigate your path to study abroad, guide you through the application process, and help you discover what program options are best suited to your personal and professional goals. Frequently asked questions will help prepare for your meeting with your Study Abroad Advisor at the University of Florida International Center (UFIC).
Study Abroad Impact

Study abroad alumni earn higher starting salaries and have a higher acceptance rate into graduate school when compared to students who have not studied abroad.

- **87%** Claimed that studying abroad influenced subsequent educational experiences
- **96%** Indicated that studying abroad increased self-confidence
- **76%** Reported they acquired skill sets while studying abroad that influenced their career path
- **97%** Secured a job within one year after graduation
- **90%** of employers are looking for graduates with global competencies gained through studying abroad

**STUDY the World ABROAD**

@UFStudyAbroad #UFAbroad #GlobalGators

University of Florida Study Abroad Services
Blog from Abroad: globalgator.wordpress.com

1765 Stadium Road
Suite 170 Hub
P.O. Box 113225
Gainesville, FL 32611
International Center
Phone: 352-273-1539
Fax 352-392-5575
www.abroad.ufic.ufl.edu

Getting Started

Tip: Bring this workbook with you when you meet with your Study Abroad Advisor.

Name: ____________________________  Today’s Date: ________________

Major: ____________________________  Minor: ____________________________

Freshman  Sophomore

Academic Standing (circle one):  Junior  Senior

Other ____________________________

I have already decided on a program  Yes [ ]  No [ ]

If so, please list the name and location of the program:

Program Name: ____________________________________________________________

Program Location: _________________________________________________________

Checklist

1. Make sure your valid U.S. passport is current up to six months of travel dates.  
   If you do not have a valid U.S. passport, visit www.travel.state.gov to apply. [ ]

2. Attend a Study Abroad Info Session (see schedule at www.abroad.ufic.ufl.edu). [ ]

3. Research programs online and meet with Study Abroad Advisor.  
   Program name: ____________________________  Term: __________  [ ]

4. Complete Academic Advising form and get approval from Academic Advisor. [ ]

5. Meet with Financial Aid Advisor and apply for scholarships. [ ]

6. Complete the online UFIC Study Abroad application and host university or third party provider application (if applicable). [ ]

7. Pay required deposit/service fee (third-party provider and non-exchange host universities will also require a fee). [ ]

8. Obtain required visa to travel to your host country. See www.travel.state.gov. [ ]

9. Obtain required vaccination. Visit www.cdc.gov for more information. [ ]

10. Attend Pre-departure Orientation (see schedule at www.abroad.ufic.ufl.edu). [ ]
Benefits of Study Abroad

Academic
Studying, interning, or researching abroad is recognized for the high-impact value it adds to your overall college education.

Professional
Graduates with international experiences bring skills from a variety of perspectives to their employer.

Personal
Studying abroad expands your worldview, builds confidence, develops foreign language proficiency, and inter-cultural understanding.


[NOTES:] I would like to include the following experiences while studying abroad to help me grow personally and professionally:


www.abroad.ufic.ufl.edu
# Identify Your Goals for Study Abroad

**Tip:** Contact your Academic Advisor to approve courses that you will need to take while abroad to meet your degree requirements.

## Academic Goals

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to fulfill my general education requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to fulfill my major and/or minor requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to study a foreign language while abroad.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to conduct research while abroad.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to participate in a service learning program.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Professional Goals

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to learn more about a possible career path.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to develop career or job related skills while abroad.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would like to complete an internship abroad.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am proficient in a foreign language.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Personal

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am interested in exploring a particular region, country, or culture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have a particular world event, institution, or political system I would like to learn more about.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have a preference of location I want to live in (rural area, small town, university town, large city).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have a preference of climate I want to live in.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cool</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[NOTES:]
What, When, and Where to Study Abroad

Tip: Early planning is essential to selecting the right program. Consider your degree tracking, funding plan, and course requirements when selecting your Study Abroad program.

LOCATION

Programs are available worldwide. Visit www.abroad.ufic.ufl.edu for locations. Consider which countries interest you, the climate, as well as the cost of living and traveling in that country. There may be various scholarships or academic opportunities offered only in certain countries or regions.

I would like to Study Abroad in the following locations:

1. 
2. 
3. 

TERM AND DURATION

You can Study Abroad after your first semester at UF. Programs vary by term and duration. Consider which term provides the most flexibility to take courses abroad for your degree.

The following term is the best term for me to Study Abroad:

☐ Summer  ☐ Fall  ☐ Spring
☐ Less than 3 months  ☐ 6 months  ☐ Academic Year

EDUCATION

Consider what courses you will take abroad and how they will count towards your degree requirements. Remember all classes taken abroad must be approved by your Academic Advisor.

I would like to take the following courses abroad:


COST

Programs will vary in cost. Plan ahead and include airfare, meals, and personal expenses in your budget.

My budget includes the following expenses:

Airfare: $_________  Personal: $_________
Food: $_________  Program: $_________

www.abroad.ufic.ufl.edu
2 Selecting the Right Program
Program Types

UF SPONSORED PROGRAMS

Fees for UF Sponsored programs include tuition, health insurance, program-related excursions, cultural events and housing. In some cases, it may include meals and local transportation costs. Courses are often taught by UF Faculty.

1. Group setting with other UF students
2. Courses available often satisfy general major/minor requirements
3. Great for students who have never traveled abroad
4. Courses taught in English
5. Most are summer programs that vary in duration

UF EXCHANGE PROGRAMS

Study Abroad on an exchange at one of our partner universities. Generally, this is the most cost effective way to study abroad because students pay UF tuition directly to the University of Florida. You can plan your living expenses, free time, and other program related expenses to fit your budget.

1. Attend a world-rank University
2. A great immersion experience
3. Most are one semester or full academic year
4. Most cost effective way to study abroad
5. Take courses with students from all over the world

NON-UF PROGRAMS

Non-UF programs offer a variety of course options and program structures. Complete an application with the provider or host university, and the UFIC Study Abroad application. Coordinate payment of program fees directly with the provider or host university.

Learn more about these programs at www.abroad.ufic.ufl.edu

Which type of program do you plan to participate in?

☐ UF Sponsored Program ☐ UF Exchange ☐ Non-UF Program

www.abroad.ufic.ufl.edu
UF GPA Credit

Received when course abroad is taught by UF faculty or through a UF Exchange program.

UF GPA Credit is calculated into your cumulative GPA.

Transfer Credit

Received when course abroad is taught by non-UF faculty on Non-UF program or UF Sponsored program.

Transfer credit may be calculated into your major/minor GPA, but it does not affect your cumulative UF GPA.

ALL grades for Study Abroad will be reported on your UF transcript. All courses taken abroad must be approved by your Academic Advisor.

[NOTES:]
3 How to Apply
Online Application Guide

Apply online at www.abroad.ufl.edu

Tip: If you wish to participate in a program that is not listed on our website, complete a Study Abroad Program Proposal and deliver it to UFIC or submit by email to your Study Abroad Advisor. See form online at www.abroad.ufl.edu

1. Search Programs
   - SIMPLE SEARCH programs by name, term, or location.
   - ADVANCED SEARCH has dozens of options to filter.
   - Read the program information to be sure it is the right program for you.

2. Click “Apply Now” to APPLY!
   - Log in with your GatorLink ID and password.
   - You must provide your emergency contact info here.

3. Access Your Application
   - After you log in, click on the program name on the left to open your application.

4. Material Submissions
   - Review and submit all forms and materials required for your application.
   - Materials will be checked off after they are submitted.

5. Signature Documents
   - READ carefully and electronically SIGN each document.

6. Questionnaires
   - Complete all Application Questionnaires.

7. Minors
   - If you are UNDER 18, you MUST have a parent or guardian sign your forms.
   - Once signed, forms can be mailed, faxed, or emailed to UFIC.

8. Payments
   - Submit your non-refundable deposit or service charge. This fee must be paid to UFIC within 21 calendar days after applying online.
   - Write your UFID, program name, term, current phone number and address on your check or money order.
**Application Process By Program Type**

**Tip:** You will need to pay some fees up front. Costs such as the deposit or service fee, passport application fee, visa application fee, etc. will be due before your financial aid is disbursed. Plan your finances and get your courses approved early as some costs are non-refundable.

---

### UF Sponsored Programs

1. Complete the online UFIC application.
2. Complete program-specific Academic Advising form.
3. Pay deposit fee.
5. A visa may be required for the host country. Check host country consulate or embassy.

### UF Exchange Programs

1. Complete the online UFIC application.
2. Complete Undergraduate OR Graduate Academic Advising form.
3. Pay service fee.
5. Complete application for the Exchange University.
6. Apply for student visa after receipt of acceptance letter and purchase of health insurance.
7. Must be nominated by Study Abroad Advisor and accepted by exchange university.

### Non-UF Programs

1. Complete the online UFIC application.
2. Complete Undergraduate OR Graduate Academic Advising form.
3. Pay service fee.
5. Complete application process for the Program Provider or Host Institution.
6. If necessary, apply for student visa after receipt of acceptance letter and purchase of health insurance.

---

Make an appointment to meet the Study Abroad Advisor for your program at [www.abroad.ufic.ufl.edu](http://www.abroad.ufic.ufl.edu) and apply to your program by the application deadline.

---

[NOTES:]
Academic Advising Form

Tip: Courses taken abroad must be approved by your Academic Advisor on your Academic Advising Form (AAF). The AAF can be found at www.abroad.ufic.ufl.edu. However, AAFs for UF Sponsored programs must be picked up in person at the UF International Center Study Abroad Services front desk (The Hub).

Check each box as you complete them.

☐ Step 1  ☐ Step 2  ☐ Step 3
☐ Step 4  ☐ Step 5  ☐ Step 6
☐ Step 7

STEP 1
Enter your personal and program information.

STEP 2
GPA Check will be completed by UFIC.

STEP 3
List all course options you may take abroad, including alternates. If a course is required for your major/ minor, the Undergraduate Coordinator or Academic Advisor from your department/college must approve it. Also, have the Coordinator or Advisor provide any course equivalencies that you may need for your degree tracking, along with their signature.

STEP 4
Line one of the AAF, enter the total number of credit hours you plan to take abroad. Line two of the AAF, enter the number of non-study abroad credits you plan to take through UF during the same term. Enter the total number of credits.

STEP 5
Obtain your Academic Advisor’s signature approval to study abroad. You will also sign and date the form. *ONLY Innovation Academy (IA) Students need an IA Advisor’s signature.*

STEP 6
On page 2 of the Academic Advising Form (if your form has a page 2), read, sign, and date.

STEP 7
Completed Academic Advising form must be submitted to UFIC:

Drop off or mail to your Study Abroad Advisor at:
University of Florida International Center
Study Abroad Services
1765 Stadium Rd., The Hub 170, Gainesville, FL 32611

OR
Scan and email to your Study Abroad Advisor once approved by your Academic Advisor.

Please contact the Study Abroad Advisor for your selected program with any specific questions regarding this form.

www.abroad.ufic.ufl.edu
Program Financing
Financing Your Program

Tip: Most financial aid and scholarships can be used toward your program fees.

FINANCIAL AID

Thinking of using financial aid or loans for your Study Abroad? Contact the Study Abroad Financial Aid Advisor as early as possible:
Call (352)–294-3228.
Appointment date/time: ______________________

**Not all financial aid disburses at once; you may receive several disbursements throughout the semester.

Meet with the Study Abroad Financial Aid Advisor to verify:
A. Eligibility for grants, loans, and scholarships: ______________________
B. When financial aid will disburse: ______________________
C. How financial aid will disburse: Direct Deposit [ ] Check [ ]

LOANS

A budget will be sent to Student Financial Affairs if:
[ ] You answered “YES” to loans/grants when completing the section “How will you pay for your program” on your Study Abroad application.
[ ] Your Study Abroad application has been approved by UFIC.

FLORIDA PREPAID

Florida Prepaid Program can be invoiced for credits earned on Study Abroad. Florida Prepaid will pay the same rate paid for on-campus credits. Your rate depends on what plan was purchased for you. The UF Bursar will invoice Florida Prepaid for UF credits. If earning transfer credits, you must request UFIC to invoice the Florida Prepaid Program. Complete the Florida Prepaid Request form, which can be obtained at UFIC, or on the website, then submit it to UFIC. Allow 6-8 weeks to receive your funds. Funds can be applied to your UF program fee or refunded to you. These funds cannot be direct deposited. Visit www.ufic.ufl.edu for more information.

I am earning the following credits on my Study Abroad program:
[ ] Transfer Credit (print + complete request form and submit to UFIC)
[ ] UF Credit (UF Bursar will invoice Florida Prepaid)

www.abroad.ufic.ufl.edu
Financial Aid Checklist

Tip: Plan early! If you plan to use financial aid to pay for your Study Abroad program, please follow instructions below.

Students who participate in UF approved Study Abroad programs may use awards from federal aid programs, state aid programs, UF grant, and eligible scholarship programs. Student Loans can also be used to pay Study Abroad fees and expenses. Tuition waivers cannot be used toward program fees. To be considered for financial aid, Student Financial Affairs (SFA) must have your completed financial aid application (FAFSA) on file. Please refer to the Office of Student Financial Affairs for more information at http://www.sfa.ufl.edu/process/additional-information/study-abroad/. SFA will use the budget for your selected program to determine your eligibility for financial aid.

Use the checklist below to write in dates that you complete each of the following:

Date Completed

1. __________ Complete your online Study Abroad application at www.abroad.ufic.ufl.edu. Once your application is approved and you indicated your intention to use grants and loans to Study Abroad, a budget for your selected program will be sent to SFA.

2. __________ Meet with the Study Abroad Financial Aid Adviser to check your financial aid Satisfactory Academic Progress status.

3. __________ Check with the Study Abroad Financial Aid Adviser to confirm your program budget has been processed and discuss what financial aid options are available.

4. __________ Accept all awards on the “Awards and Disbursements” page in the One.UF system.

5. __________ Complete ‘Entrance Counseling’ and sign a Master Promissory Note to have the loan disbursed. Complete online in the One.UF system. *This step is necessary for first-time loan borrowers.

6. __________ Ensure you have no missing documents by checking your Financial Aid Status page regularly (at least once a week) before leaving the United States.

7. __________ Complete a Release of Information form. Obtain this form from your regular SFA Advisor in Criser S-107, or from the Study Abroad Advisor in Peabody P-113G. This will allow SFA to discuss your financial aid information with your authorized individuals while you are overseas.

8. __________ Sign up for direct deposit through MyUF.edu.

9. __________ Update both your local and permanent address in the UF Directory. Addresses can be updated via MyUF.edu.

10. __________ Check with the Study Abroad Financial Aid Advisor before you leave the United States to ensure your financial aid file is complete and your financial aid will disburse.

www.abroad.ufic.ufl.edu
Tip: Visit our website at www.abroad.ufic.ufl.edu for more scholarship information. There are many scholarships available for Study Abroad. Award criteria may be based on financial need, merit, destination, area of study, or specific program. Below are a few suggestions of where to begin your search.

SCHOLARSHIPS

The UF International Center sponsors a large number of Study Abroad scholarships. In addition to applying for the UFIC Scholarships on our website, you can find more information about a variety of Study Abroad scholarships, including:

- Daniel Sinclair Bredahl Scholarship for semester or academic year programs
- Sones Scholarship for study in France
- Irene Phillips Alliance Scholarship for Alliance Scholars
- Study Abroad Peer Advisor (SAPA) Scholarship
- Benjamin A. Gilman Scholarship for Pell Grant recipients ...and more!

COLLEGE & DEPARTMENT SCHOLARSHIPS

Several UF colleges and departments offer specific Study Abroad scholarships. Check with the department for your program or major to see if there are any scholarship opportunities for Study Abroad.

SEARCH ENGINES

Several Non-UF program providers have scholarships available to students based on merit, need, or location. Contact your program provider for more details. In addition to regular internet searches, check out these search engines for more Study Abroad scholarships:

- Institute of International Education (Study Abroad Funding)
- StudyAbroad.com
- Diversity Abroad Scholarships
- GoAbroad Scholarship Directory

Note: When using search engines to find scholarships, keep in mind the factors that make you and your program unique, and use these factors as search items. These might include terms such as: (STEM, First Generation, Pell Grant, LGBTQ, Pre-Med/Health, Honors, Engineering, Spanish, Transfer Student, your race/ethnic identity, Agriculture, Internship, Business, Service, Research, France, Argentina, China, Germany, New Zealand, Arabia, Africa, etc.)

I will apply for the following scholarships:

1. ___________________________________________________________ Deadline: __________
2. ___________________________________________________________ Deadline: __________
3. ___________________________________________________________ Deadline: __________
Scholarship Essays 101

What makes a strong scholarship application?
- Fully addressing essay prompts
- Proof-reading essays
- Clearly connecting your Study Abroad program to your goals
- Clearly addressing why you’ve chosen your program
- Making sure your essays include statements about you specifically!
- Address how it is beneficial to you in particular
- Clearly stating how you are unique (minority, first-generation college student, LGBTQ, etc.)
- Creating a clear, cohesive picture of you and your program
- Give specific examples to strengthen your essay

Common Mistakes:
- Not proofreading your essay
- Not specifying your program name
- Not clearly stating how you are unique or deserving
- Using overly formal language that confuses your message
- Not clearly showing the impact of your program personally, professionally, and academically

Why did I choose my Study Abroad program?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What makes me unique and/or deserving?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What are my professional goals for Study Abroad?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What are my academic goals for Study Abroad?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

www.abroad.ufic.ufl.edu
Fund Raising Letter

**Tip:** Consider including a self-addressed, prepaid envelope with your letter to make giving easier to your donor.

Paragraph 1
Make it personal – include what’s been happening in your life: your major, your accomplishments, your goals, etc.

Paragraphs 2-3
Tell a bit about why you chose this program. Explain how this opportunity will help to meet your goals.

Paragraph 4
Break down the costs of your program and tell your reader how you plan to pay for it.

Paragraph 5
Give something in return! Whether it be an online blog, newsletter, postcards from abroad, etc.

Including a fun note with options for contributing not only gives your family and friends choices, but it makes asking for money a little less tense.

- $25  Last month’s electric bill was killer, but I support you!
- $50  I dig it! Best of luck with French!
- $100  I hope to get a cool chotchke when you get back!
- $200  It’s been a good year and I love you!
- Other: ___________________

www.abroad ufic ufl.edu
“Do not follow where the path may lead... Go instead where there is no path and leave a trail.”
-Ralph Waldo Emerson

@UFStudyAbroad #UFAbroad #GlobalGators

University of Florida Study Abroad Services

Blog from Abroad: globalgator.wordpress.com

www.abroad.ufic.ufl.edu