

Contacts Guide for UCEAP Participants

Please keep for your reference

Questions About...	Contact...
Anything on UCEAP Pre-Departure Checklist	<p style="text-align: center;"><u>UCEAP Program Specialist/Program Advisor</u></p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
Program calendar	
Health forms	
<i>If Applicable:</i> Visa	
Letter of recommendation	
Host university application	
Housing Application	
Fees owed to UCEAP	<p style="text-align: center;"><u>UCEAP Finance Accountant</u></p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
Financial Aid Disbursements	
Estimate of amount of financial aid I will receive	<p style="text-align: center;"><u>UCI Financial Aid Counselor</u></p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
Applying for financial aid	
<i>If Applicable:</i> Obtaining Evidence of Financial Support Letter	
Visa Letter	
Course approval	<p style="text-align: center;"><u>UCI Academic Counselor</u></p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
Degree requirements you should focus on abroad	
Understanding classes you must take at UCI	
Country Project & Quiz	<p style="text-align: center;"><u>UCI Study Abroad Center Advisor</u></p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
Orientations (Country or Living Abroad)	
Process for Fulfilling Degree Requirements	
Applying for scholarships	
Any Other Questions	
Withdrawing	
<i>If Applicable:</i> Travel signature	<p style="text-align: center;"><u>UCI International Center</u> (Only J or F visa international students)</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
US visa implications	

Tips & Tools to Stay Organized

- 1) **Bookmark the UCI UCEAP Pre-Departure Requirements page** on your laptop or home computer: www.studyabroad.uci.edu/participants/index-eap.shtml
 - ✓ Watch the selection webshop on the “welcome” tab.

- 2) **Know where to direct your questions.**
 - ✓ You may receive e-mails from a variety of offices related to your UCEAP program. Take note of where the e-mail came from, and direct your questions to the office that sent the e-mail.
 - ✓ If you have questions and are unsure of who to contact, refer to your Contacts Guide for Participants (*see reverse side*).

- 3) **Read and save all e-mails.**
 - ✓ We send all communications to your @**uci.edu** e-mail address.
 - ✓ Create a study abroad e-mail folder (e.g. “UCEAP Italy”).
 - ✓ Create subfolders based on:
 - Sender (e.g. UCEAP or Study Abroad Center)
 - Whether or not action is required (e.g. “To Do” or “FYI”)
 - ✓ Check trash/junk folders to make sure you aren’t missing important e-mails.
 - ✓ Questions about an e-mail? Show/Copy original e-mail when asking for assistance so we can better assist you.

- 4) **Stay on top of deadlines.**
 - ✓ For each deadline, set reminders for yourself in your smart phone, online calendar, or hardcopy planner as follows:
 - Two weeks before the deadline
 - Three days prior to the deadline
 - The actual deadline
 - ✓ Please note that UCEAP pre-departure checklist deadlines on your UCEAP Participants page (<http://eap.ucop.edu/participants/Pages/default.aspx>) are due dates and **not** postmark dates. If a hardcopy item is due to the UCEAP Systemwide Office, mail 3-5 days ahead of time.
 - ✓ Some pre-departure requirements will require scheduling an appointment (e.g. Health Clearance). Schedule appointments early, *if possible*.
 - ✓ Some pre-departure requirements may not have due dates, but these items could have action items embedded in the instructions, so read all pre-departure requirements thoroughly in advance.
 - ✓ You may also want to **set reminders for things like scholarships**, which are not required, but strongly encouraged: <http://www.studyabroad.uci.edu/scholarships.html>

- 5) **Remain eligible for your program, don’t miss deadlines, or make assumptions without prior approval.**
 - ✓ Non-compliance with these regulations could be cause for dismissal. If you are ever not sure about something, ask ☺