



Office for International Study

## Next Steps Checklist for Fall 2018 and Academic Year 2018-19

### Office for International Study

Complete the Post-Acceptance section of your Smith online application in [SITES](#) by **Monday, April 2:**

- Study Abroad Deposit Information
- Health & Disability Management Plan
- Study Abroad Agreement
- Copy of your acceptance notification (letter or email) from your program or host institution

Submit the following original documents directly to the Office for International Study (Lewis Global Studies Center, Wright Hall)

- [Approved Off-Campus Study Leave Form](#)

**The Office for International Study must receive the items listed above before payments will be made on your behalf or reimbursements can be processed.**

- Attend mandatory Pre-Departure Orientation: **Monday, April 16, 5:00 – 8:00PM**, Location: TBD

### Study Abroad Program:

- Confirm your enrollment in your study abroad program and complete program's required confirmation process
- Notify the program that Smith College will be paying your tuition and related expenses
- Designate the Office for International Study as the place your transcript should be sent
- Notify any program you do NOT intend to attend that you are withdrawing your application

### Other Smith business:

- Complete any Financial Aid Paperwork  
If you will be away from Smith during a semester in which financial aid forms must be completed and signed, find out from Student Financial Services what will need to be done while you are abroad. (e.g., Power of Attorney form).
- Submit a Direct Deposit Authorization Form to the Controller's Office  
Completing and submitting a [Direct Deposit Authorization Form](#), available under Forms on the Controller's Office website, will allow Smith to deposit stipends directly into your bank account.
- Resolve Any Problems with Student Billing  
Please note that your study abroad approval (and ability to study abroad for Smith credit) will be rescinded if your student account is not in good standing.

**If your study abroad plans change at any time, you must notify the Office for International Study.**