

TFC STUDY ABROAD STUDENT CHECKLIST

Name: _____

Date: ____ / ____ / ____ (MM/DAY/YEAR)

- _____ TFC Off-Campus and Study Abroad Application submitted to the Registrar's Office by January 31 (**unless otherwise noted**)
- _____ TFC Application Acceptance Letter/Email Received
- _____ Verification of Financial Aid Eligibility
- _____ Deposit/1st Payment by Deposit Deadline (**when required on Fact Sheet**)
- _____ Signed TFC Waiver of Responsibility/Crisis Management Policy (**including Parental signature if under 21 – indicated Signatures in Presence of Notary**)
- _____ Signed Insurance Statement (attached to Waiver of Responsibility)
- _____ Vaccinations/Shots (if necessary)
- _____ Passport and Necessary Visas in Order (copy to Registrar's Office)
- _____ Travel Arrangements Confirmed – only needed for BestSemster and JUC programs (copy to Registrar's Office)
- _____ Arrangement with Registrar's Office for Schedule and Credit Listing
- _____ Prepayment of Student Account by Reconciliation Deadline