Interested in Study Abroad?

☐ **Contact Union University Study Abroad Coordinator** (Professor Malone – vmalone@uu.edu) to express interest in external study and schedule interview.

☐ **Interview with Professor Malone**

☐ **Begin Online UU External Study Application** in the UU Travel Registry at: https://uu-horizons.symplicity.com/ You will be able to enter and exit the registry using your username and password. Remember to save your work!

☐ Complete the Profile (if this is your first time in Horizons) and start Step 1 for your program
☐ Step 2 is the Scholarship application. Please verify deadline on the website and complete this step if you are seeking the UU Cynthia P. Jayne Fellowship for Global Studies or the J.M. Powell Memorial Scholarship.
☐ Step 3 must be completed as soon as possible. Approval by the Dean of Students is essential for proceeding with the application (This step usually takes a while). It is your responsibility to get the necessary recommendations to the **Institute Program Coordinator**.

☐ **Contact Third Party Provider Representative** (CEA, ISA, Intensa, CGE, CCCU, etc) once Prof. Malone has given you the green light.

☐ **Submit Application to Third Party Provider** (CEA, ISA, Intensa, CGE, CCCU, etc). Notify Professor Malone of acceptance.

☐ **Apply for a US passport** if you are studying internationally and don’t already have a passport that is valid for 6 months after your return date. **IF Applicable, apply for a travel visa.**

☐ **Attend mandatory UU Study Abroad Orientation** – we will discuss class registration and financial forms during this session, along with many other helpful topics. See Orientation date on **IIS Website**.

☐ **Pay $150 External Study/Study Abroad Fee to Union University through the Institute Program Coordinator.** – You will be able to pay by cash, card, check, or by e-check.

☐ **Complete and SUBMIT Online UU External Study/Study Abroad Application** including additional documentation (Proposed Study Abroad Review, Proposed Financial Review, etc.)