

# *Avila Study Abroad Checklist*

**Program Dates July 1– 26, 2019 (arrive in Avila June 30; depart July 27)**

*In order to confirm your acceptance and complete your registration for the program, please submit the following to the Modern Languages Office in person or by email ([njotranto@udallas.edu](mailto:njotranto@udallas.edu)) as per the following schedule. Many of the forms below can be found at [udallas.edu/study-abroad](http://udallas.edu/study-abroad) under Registration Materials, Due Dates, and Payment Portal.*

## **DUE Immediately**

1. \$275 non-refundable program deposit is due upon receipt of your acceptance letter. The immediate deposit is required to hold your place in the program and covers your UD fees for participation in the program as well as your International Student ID Card. Payments may be made online at <https://commerce.cashnet.com/romed>. (You must copy/paste the URL into your browser). Please send receipt of payment to [njotranto@udallas.edu](mailto:njotranto@udallas.edu).
2. €100 (Euro) non-refundable program deposit to be paid directly to the Avila program per the [Payment Instructions](#) can be found at [ucavila.es/pago/](http://ucavila.es/pago/). Be sure to indicate in the PayPal message your name, the University of Dallas and that you will be participating in the summer 2019 July UCAV program.
3. Plan to attend any orientation meetings arranged by Dr. Espericueta. The first is scheduled for Friday, February 22 at 4 pm in Anselm 220.

## **March 20**

1. *FERPA Release.* [udallas.edu/constantin/academics/programs/modernlanguages/ documents/FERPA\\_disclosure.pdf](http://udallas.edu/constantin/academics/programs/modernlanguages/documents/FERPA_disclosure.pdf)
2. *Health Documentation.* If we require a [physician clear form](#) you will find it included in this mailing and should present it to your physician to complete. For CDC recommendations regarding travel in France, see this website: <http://wwwnc.cdc.gov/travel/>. Plan to bring sufficient prescription and over-the-counter medication for the entire trip.
3. *UCAV Application Form* [udallas.edu/study-abroad/2019\\_UCAV\\_app.pdf](http://udallas.edu/study-abroad/2019_UCAV_app.pdf)
4. *UCAV Family Stay Application.* [udallas.edu/study-abroad/2019\\_Application\\_Family\\_Stay.pdf](http://udallas.edu/study-abroad/2019_Application_Family_Stay.pdf) (strongly recommended)  
*or*  
*Residence Hall Application* [udallas.edu/study-abroad/2019\\_Application\\_Residence\\_Hall.pdf](http://udallas.edu/study-abroad/2019_Application_Residence_Hall.pdf)  
*Those considering the Residence Halls should read the [Lodging Information](#) first.*

**Health Insurance:** Your trip fee includes coverage with ISIC Basic health and travel insurance. It is possible to upgrade your coverage with ISIC to Premium for a small fee. Brochures, for a full comparison of these options and the upgrade payment portal may be found online at <https://commerce.cashnet.com/ROMED> (you must copy and paste this link into your browser). It is up to individual families to understand exactly how their individual insurance policies cover their children overseas. Please note that Italian health services generally require upfront payment of all medical costs, for which you would then submit your receipts to your insurance company for reimbursement.

## **May 1**

1. *Purchased Flight Itinerary.* Plan a flight to arrive Madrid on Sunday June 30 no later than 5 pm; depart July 27. To coordinate your flight arrival and departure times with other travelers please contact Ms. Beverly Berens of TravelLeaders at [bberens@TLTravelagents.com](mailto:bberens@TLTravelagents.com) and tell her you are on the University of Dallas Summer Avila Program.
2. *Program Balance Payment due.* Balance of Avila fee paid directly to program. (Balance for home stay will be €2300). Balance for those staying in residence halls varies). Follow the [Payment Instructions](#) found at <https://www.ucavila.es/pago/>. Fee includes two courses (six transfer credits); faculty-led weekend excursions and airport transfers June 30 and July 27; textbooks and teaching materials, and family stay room and board. Please follow the payment instructions to submit your program payment: Be sure to indicate in the PayPal message your name, the University of Dallas and that you will be participating in the summer 2019 July UCAV program.
3. *Register with STEP*, the State Department Smart Traveler Enrollment Program <https://step.state.gov/step/>