

Lyon Study Abroad Checklist

Program Dates July 2 - 26, 2019 (arrive at Lyon by 2 pm July 1, depart July 27- 31)

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) per the following schedule.

Forms linked below can also be found at udallas.edu/mlstudyabroad

DUE Immediately

1. *\$275 non-refundable program deposit is due upon receipt of your acceptance letter.*
2. *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.*
3. *Home Stay Application Form. – Please send to Prof. Rodriguez and copy Mr. Otranto ASAP. Does not need to be filled out in French.*
[udallas.edu/constantin/academics/programs/modernlanguages/ documents/lyon_homestayapp.pdf](http://udallas.edu/constantin/academics/programs/modernlanguages/documents/lyon_homestayapp.pdf)
4. *Plan to attend all orientation meetings. The first is scheduled for 3:30 pm Monday, March 18, 2019 in Anselm 220.*

March 20

1. *[Transfer Request Form](#) signed by Dr. Lewallen.*
2. *FERPA Release. [udallas.edu/constantin/academics/programs/modernlanguages/ documents/FERPA_disclosure.pdf](http://udallas.edu/constantin/academics/programs/modernlanguages/documents/FERPA_disclosure.pdf)*
3. *Home Stay Agreement*
[udallas.edu/constantin/academics/programs/modernlanguages/ documents/lyon_homestayagreement.pdf](http://udallas.edu/constantin/academics/programs/modernlanguages/documents/lyon_homestayagreement.pdf)
4. *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, visit <http://wwwnc.cdc.gov/travel/>. Plan to bring sufficient prescription, over-the-counter medication for the entire trip.
5. *Purchased Flight Itinerary: **Arrive Lyon by early afternoon Monday, July 1 (no later than 2 pm), depart July 27-31.*** Home stay families will meet students at the Lyon airport or train station and assist them in getting to their destinations. Students should ask their host families to help them get to the Administrative Office at Campus Carnot – 23 Place Carnot – 69002 Lyon, 2nd floor. Students must arrive at the Administrative Office at the University of Lyon no later than 3 pm to allow sufficient time complete a placement test by 5pm. To coordinate your flight arrival and departure times please contact Ms. Beverly Berens of TravelLeaders at bberens@TLTravelagents.com and tell her you are on the University of Dallas Summer Lyon Program.

May 1

1. *€1349 (EURO) Program Payment due.* (includes tuition, room, board, a tour of Lyon and a theater or opera performance). You will need to go to your bank to make the international wire transfer to the Catholic University of Lyon Account. Print out and bring this document with the relevant account information [http://udallas.edu/constantin/academics/programs/modernlanguages/ documents/lyon_paymentinfo.pdf](http://udallas.edu/constantin/academics/programs/modernlanguages/documents/lyon_paymentinfo.pdf). Prof. Rodriguez can assist you with translation. Note the participant's name in the wire transfer to irodriguez@udallas.edu, notranto@udallas.edu and Helene Thoma in Lyon at ilcf@univ-catholyon.fr
2. *Register with STEP, the State Department Smart Traveler Enrollment Program <https://step.state.gov/step/>*
3. *Review Health Insurance:* Your trip fee includes coverage with ISIC Basic health and travel insurance. You may upgrade your coverage with ISIC to Premium or Explorer 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 will need to 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 French health services generally require upfront payment of all medical costs, for which you would then submit your receipts to your insurance company for reimbursement.