

## FLORENCE CAREER PROGRAMS CHECKLIST:

## FROM APPLICATION TO DEPARTURE



### PROGRAM APPLICATION

**You've completed your SAI application:** submitted online application, supplemental materials, and application fee. Please ensure you have also done the following:

- ☐ **Visit your study abroad advisor (if applicable).** Speak with your study abroad advisor to gain approval, discuss credit transfer eligibility, and fill out any forms required by your home institution.
- ☐ **Visit your financial aid advisor (if applicable).** If you are currently receiving financial aid, check to see if your aid is transferable to your term abroad.
- ☐ **Apply for or renew passport if you do not have one already.** Check passport expiration requirements: [country specific](#).
- ☐ **Receive invitation to SAI student portal via email.** All communication from SAI will also appear in your [student portal](#).



### ENROLLMENT CONFIRMATION

- ☐ **Get accepted.** You will receive an acceptance via email.
- ☐ **Submit program deposits.** Your acceptance email will prompt you to submit deposits to confirm your intention to pursue the program.
- ☐ **Receive email from Business Office.** This will include detailed payment amounts, due dates, and how to use financial aid.
- ☐ **Receive your enrollment confirmation email.** Once the deposits have been paid, you will receive an email confirming your place in the program.
- ☐ **Receive detailed program information emails.** You will receive a series of 3 emails with details about your program.



### FINANCIAL INFORMATION

- ☐ **Submit payments.** Submit all payments according to the payment deadlines received via email.
- ☐ **Submit financial aid forms.** If applicable, the SAI Business Office will send you an email with forms to fill out which allow you to defer balance covered under financial aid.
- ☐ **Optional:** Submit an SAI [scholarship application](#).

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### **STUDENT VISA (IF REQUIRED)**

- ☐ **Review visa instructions:** You will receive an email entitled **SAI Florence Mandatory Visa Instructions**. Review it promptly and carefully and begin the process as soon as possible.
- ☐ **View visa webinar (semester only).** Link will be provided via email.
- ☐ **Receive visa documents from SAI:** You will receive 3 important letters from SAI for your visa application.



### **TRAVEL ARRANGEMENTS & PACKING**

- ☐ **Book flights.** You are responsible for making your own travel arrangements. We recommend Waldorf Travel Service (info@waldorftravel.com or tel 503.233.4053). Pay careful attention to your SAI program's arrival and departure dates and times and do plenty of research to make sure you get the best deal on your flight.
- ☐ **Complete the SAI pre-departure form once you have booked your flights:** [pre-departure form](#).
- ☐ **Create packing list.** Use the one included in your student handbook as reference and make sure you check your airline for any baggage restrictions. Keep in mind that your apartment may be up several flights of stairs.

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### PREPARING TO LIVE ABROAD

- ☐ **Attend pre-departure webinar.** Link will be provided via email.

#### Handling Money

- ☐ Understand the exchange **rates**.
- ☐ **Call your bank/credit card company:**
  - ☐ Inform them that you will be out of the country and making transactions from abroad.
  - ☐ Make sure your ATM card and pin will work abroad; you will need a 4-digit pin.
  - ☐ Learn what foreign transaction fees they charge.
  - ☐ See if they have any partnerships with international banks to minimize transaction fees.
- ☐ Purchase international currency at your local bank or at the international terminal of the airport (we recommend arriving with 200 euros).
- ☐ Put together a budget for your time abroad of estimated and fixed expenses. Refer to your student handbook for a sample budget.

#### Health

- ☐ **Vaccines.** Be sure that you are up to date on all your shots (especially meningitis).
- ☐ **Prescriptions.** Have sufficient quantities of prescriptions to last through your time abroad (See document "Transporting Medication Abroad" in your pre-departure packet flash drive).
- ☐ **Medical conditions.** You will have the opportunity to communicate any medical conditions to SAI through the **pre-departure form**.



### COMMUNICATION

- ☐ **Research your cell phone options.** SAI offers an optional cell phone rental service, or you can purchase an international plan through your current provider or buy one in-country. Do your own research; compare the various options. **cell phone info**.
- ☐ **Download useful apps.** Alumni have said that **WhatsApp** and **Venmo** are useful while abroad.
- ☐ **Join the SAI Facebook group.** You will receive an invite to a closed group where you will have the chance to get to know the rest of the students studying abroad through SAI in your host city during your term.

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**FINAL SAI PREPARATION**

- ☐ **Receive your pre-departure packet.** About 8 weeks prior to departure you will receive a link to an online pre-departure packet which includes a student handbook, health insurance info, excursion details and further information to help you prepare for your time abroad.
- ☐ **Permit to Stay.** Follow instructions in email from SAI.
- ☐ **Be sure you have your GeoBlue health insurance card.** You will receive one in the mail, or you can login and print your card on the GeoBlue website.
- ☐ **Receive your housing assignment and airport pick-up (Signature Services only), and orientation schedule about 14 days prior to departure.** Print all these documents and bring them in your carry-on.
- ☐ **Make copies of important documents to bring with you:** passport (4 copies), visa (2 copies, if applicable), credit cards, housing assignment, class schedule, etc.
- ☐ **Add scanned copies of above documents to SAI flash drive** for future reference & use.

Pack your bags and set off on the experience of a lifetime!

**QUESTIONS?**

SAI Florence Admissions Office:  
800.655.8965  
admissions@saiprograms.com