

# SAI CHECKLIST | BARCELONA

## PROGRAM APPLICATION

You've completed your SAI application: submitted online application, supplemental materials, and application fee (if applicable). 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.
- ⇒ **Refer to the SAI Guide to Applying:** <https://www.saiprograms.com/students/guide-to-applying/>.
- ⇒ **Apply for or renew passport if you do not have one already.** Check passport expiration requirements: <https://www.saiprograms.com/services/passport-visa-travel/>.
- ⇒ **Receive invitation to SAI student portal via email.** All communication from SAI will also appear in your student portal: <https://studentportal.saiprograms.com/login>.

## CONFIRMING YOUR ENROLLMENT

- ⇒ **Get accepted.** You will receive an acceptance via email.
- ⇒ **Review SAI cancellation policy:** <https://www.saiprograms.com/admissions-aid/policies/>.
- ⇒ **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.

## NOW THAT YOU ARE ENROLLED...

### PROGRAM INFORMATIONAL EMAILS

- ⇒ **Receive a series of emails** within 10 days of completing your enrollment (these will also be accessible in your SAI student portal)
  - SAI Barcelona: Enrollment Confirmation + Logistics
  - *If applicable:* SAI Student Visa: VIVI | Very Important Visa Information | STEP 1 | consulates
  - *If applicable:* SAI Student Visa: VIVI | Very Important Visa Information | STEP 2 | the app
  - CISI Enrollment (health insurance): CISI Insurance Materials

### PRINT | SAVE

- ⇒ **Print or save this checklist.**
- ⇒ **Save the link to the Ready-Set-Go! Pack** included in your Enrollment Confirmation + Logistics email.
- ⇒ **Print or save the calendar included in your Ready-Set-Go! Pack.** Make note of important dates.

### HEALTH

- ⇒ **Complete the Health Information form:** <https://www.saiprograms.com/health-information-form>.

### FINANCIAL INFORMATION

- ⇒ **Make note of payments.** Further program payments are due 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: <https://www.saiprograms.com/admissions-aid/financial-aid/>.
- ⇒ **Optional:** Submit an SAI scholarship application: <https://www.saiprograms.com/admissions-aid/scholarships/>.

### ACADEMICS | Elisava & CETT & UVic & UAB & UPF

- ⇒ **Course selection**

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- Elisava & CETT & UVic | students select courses during the initial program application. Courses are confirmed at least 4 weeks prior to departure.
- UAB & UPF | students select courses upon enrollment.
- ⇒ **Course registration**
  - UAB & UPF | Once the course lists are finalized, you will be prompted to fill out an SAI Course Approval Form | <https://www.saiprograms.com/wp/wp-content/uploads/2017/05/SAI-Course-Approval-Form.pdf>.
  - Not applicable for Elisava & CETT & UVic.
- ⇒ **Course confirmation:** Once your course registration is finalized, you will receive confirmation from SAI. Please note that class days and times may not be communicated until your academic orientation in Barcelona.
- ⇒ **Submit paperwork to SAI for academic accommodations at host school (if applicable).** Speak with your SAI Admissions Counselor early to learn what types of accommodations are available.

## ACADEMICS | INTERNSHIP

- ⇒ **Placement:** Once you have confirmed your intention to attend the program, you will receive your internship placement offer within four weeks. In some rare cases, placements may take slightly longer.
- ⇒ **Administrative Steps:** During the first few days of the program, you will be required to apply for an “NIE” (ID number) and a Spanish Social Security number. Our team in Barcelona will have set up the necessary appointments and will accompany you to obtain your paperwork.

## VISA (if applicable)

- ⇒ **Review visa instructions.** If your program length requires a visa, you will receive two emails regarding this process. Review both emails promptly and begin the process as soon as possible.
- ⇒ **Attend visa seminar.** You will receive an invitation via email to join a helpful webinar presented by SAI Student Visa Director.

## JOIN THE SAI WHATSAPP CHAT

- ⇒ You will receive an invite to this 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.

## 200 – 90 DAYS

- ⇒ **Make your Visa Appointment (if applicable).** Refer to the two VIVI emails.

## 200 – 60 DAYS

- ⇒ **Receive visa documents from SAI (if applicable):** You will receive 3 important letters from SAI for your visa application.

## 90 DAYS

- ⇒ **Review all documents included in your Ready-Set-Go! Pack.**
- ⇒ **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.
- ⇒ **Vaccines.** Be sure that you are up to date on all your shots (especially meningitis, flu shot, and covid-19).
- ⇒ **Research your cell phone options.** <https://www.saiprograms.com/services/onsite-support/cell-phones/>.
- ⇒ **Peruse the SAI blog & social media channels to learn as much as you can about your new city and life abroad:** <https://www.saiprograms.com/blog/> & <https://www.saiprograms.com/social>.

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## 75 DAYS

- ⇒ **Attend a Drop-in Zoom Room Session.** These sessions are held on the last Wed of every month. This is a chance for students and families to get their questions answered in an open, virtual format. Link to register is sent via email.

## 60 DAYS

- ⇒ **Complete the Student Visa check-in survey (if applicable).**

## 45 DAYS

- ⇒ **Attend your Cleared for Take-Off Pre-Departure orientation.** You will be invited to this orientation via email.

## 30 DAYS

- ⇒ **Complete the SAI pre-departure form once you have booked your flights:** <https://www.saiprograms.com/pre-departure-form/>.
- ⇒ **Prescriptions.** Have sufficient quantities of prescriptions to last through your time abroad (see instructions in your Ready-Set-Go! Pack).
- ⇒ **Handling Money**
  - Understand the exchange rates: <https://www.xe.com/currencyconverter/>.
  - Call your bank/credit card company to inform them that you will be out of the country.
  - Purchase international currency (we recommend arriving with 200 euros).
- ⇒ **Put together a budget** for your time abroad of estimated and fixed expenses.
- ⇒ **Create packing list.** Use the one included in your Ready-Set-Go! Pack 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.
- ⇒ **Be sure you have your CISI health insurance card.**

## 21 DAYS

- ⇒ **Attend Meet the Crew Virtual Mixer (semester only).**

## 14 DAYS

- ⇒ **Orientations.** Make sure you have attended or watched your Cleared for Take-Off orientation.
- ⇒ **Receive:** your housing assignment, airport pick-up and orientation information. Print and bring in your carry-on.
- ⇒ **Download useful apps.**

## 7 DAYS

- ⇒ **Complete the Pre-Departure survey** sent to you via email.

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

## POST PROGRAM | SAI ALUMNI

- ⇒ **Complete the end of term survey** sent to you via email.
- ⇒ **Double check your address for security deposit refunds.** If it has changed complete: <https://www.saiprograms.com/address-update-form/>. These are issued 90 days after the program has ended.
- ⇒ **Follow directions for obtaining your transcript.** These are issued approx. 12 weeks after the program has ended.
- ⇒ **Join the SAI Ambassador program.** <https://www.saiprograms.com/alumni/ambassador-program>.
- ⇒ **Join the SAI Alumni network:** <http://www.linkedin.com/groups/8455040>

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⇒ **Log onto the SAI Career Center:** <http://www.saiprograms.com/alumni/career-center>  
**Keep in touch!** <https://www.saiprograms.com/alumni/alumni-updates>

## QUESTIONS?

SAI Admissions Office | 800.655.8965 | [admissions@saiprograms.com](mailto:admissions@saiprograms.com)

