

2017-2018 Study Abroad Checklist

Are you planning on studying abroad for the next semester or two? This checklist is designed to walk you through the steps necessary to apply and use your financial assistance in the term you are abroad.

1.	Complete a 2017-2018 FAFSA & CSS PROFILE by 5/5/2017.	These forms MUST arrive to the office no later than 5/5/2017 in order to be considered on-time. If you are selected for verification, we will require the 2017-2018 Verification Worksheet along with parent and student 2015 federal tax transcripts and W2 forms. <i>Please note, tax transcripts are not required if you were able to successfully complete your FAFSA using the IRS Data Retrieval tool. However, you will still need to submit W2 forms separately.</i>
2.	Complete a Consortium Agreement between your HOST SCHOOL and Providence College by the published deadline above.	This form MUST be completed by all students who have any type of financial or merit assistance and will be studying abroad. It is the student's responsibility to send the consortium contract to the HOST school and confirm that Providence College has received it back from the HOST school. <u>Failure to complete a consortium agreement will result in your aid being cancelled.</u>
3.	Complete Refund Instruction Form before you leave for your program abroad.	This form ONLY needs to be completed by students who have financial aid in excess of their direct charges in their consortium term, and wish for Providence College to send the excess money to parent/guardian. Failure to complete this form will prevent Providence College from processing a refund.
4.	Report any outside scholarships/resources received from HOST SCHOOL by completing an Award Letter Response Form .	It is a federal requirement that students notify the Office of Financial Aid of any sources of aid offered from a private source or other institution. This source of aid must be included when determining eligibility for need-based financial aid.
5.	Consider completing a Power of Attorney .	We strongly recommend that a parent/guardian secure a Power of Attorney for your financial affairs, so any paper checks or outstanding paperwork can be endorsed in the your absence. This will help prevent any delays in payment and receipt of future aid applications.
6.	Monitor your CyberFriar Account and check your PC email while you are abroad.	Your Providence College email account is the official means of communication from the Office of Financial Aid. Students who are abroad are expected to respond and follow-up with any additional requirement(s) that may be needed for current year applications or renewal information. Students should also frequently check CyberFriar for their financial aid application status and billing information.
7.	Please visit our website: providence.edu/financial-aid .	Under Programs & Conditions, visit our Study Abroad page for more information including a frequently asked question handout.