

Prospective participant check list:**Step 1**

- Review TCOB Study Abroad Web site for Program information:
<http://business.missouri.edu/52/default.aspx>

Step 2

- Contact Linda Baumgartner at Stephens College to notify of interest (103 Walters,
LBaumgartner7704@stephens.edu) – Students who study abroad through UMC also have to make application with Stephens College.
 - If you are using financial Aid – you must have a consortium agreement signed. (See Linda)

Step 3

- Specific Questions can be emailed to Karyn Cremeens at MU – cremeensk@missouri.edu

When you have decided to proceed:**Step 4**

- Go to the MU TCOB Study Abroad Website and download the Visiting Student Application and follow the instructions.
<http://admissions.missouri.edu/pdfs/visiting-student-application.pdf>
- If you are applying to a summer program – you will apply for summer term.
- If you are applying to a winter intersession program – you will apply for spring term.
- WRITE AT THE TOP OF THE VISING STUDENT APPLICATION THAT YOU ARE “**NOT APPLYING THROUGH THE MMACU RECIPROCAL AGREEMENT**”. This is very important because if you don’t do this, your application will be put at the bottom of the pile and all other students will be processed before you.
 - Note: all program costs will be billed for the program directly to your MU Student account and must be paid by the statement due date.

Once you have an MU student ID number and have agreed to e-consent (the system will prompt you to accept this the first time you log-in to MyZou) you can proceed to Step 5. *(You will have to “drive” this since I cannot do anything without a Student ID.)*

Step 5

- Go back to the home page of the MU TCOB Study Abroad Website and select the Program you wish to attend.
<http://business.missouri.edu/52/default.aspx>
- Click on” **Apply Now**” and down load the complete application packet for that Program, You should also hit the back button and download the **Information Document** which will answer most of the questions you might have.
- Complete the application, deposit form, and student agreement form. Sign and date them where requested. Do not leave information blank. Explain any blanks.
- Attach a **COLOR** copy of your passport photo page. If you do not have a passport or do not have one that will be valid for an additional 6 months after your return from the program, follow the instruction on the Application Procedures page of the application packet. Scan and email me the copy of the photo page. **DO NOT** fax it. It must be a clear and recognizable copy for our purposes. For those applying for or

renewing a passport – send it as soon as you receive the passport. *(You do not have to have a passport photo copy to submit your application. You will need to get it to me as soon as possible.)*

- Take your \$100 deposit to the MU Cashier's Office in 15 Jesse Hall. They will take your payment and stamp the deposit form.
- Bring your completed application packet to the Study Abroad office in 307 Cornell Hall. Make sure that you have a Stephens Consortium Agreement (on Stephens study abroad website) completed and signed by UMC.

Once you are signed up for the program

Step 6

- Maintain contact with the Program Student Manager and the Administrative Assistant by checking your email and the class blackboard site regularly.
- If you are signing up for a summer program –
 1. You will need to attend the pre-departure course held in the spring. You will not be required to register for this course but **attendance is mandatory**.
 2. Information on the dates and times will be posted on the program web site and the course blackboard site.
 3. During these class sessions – you will receive orientation to the program and many administrative tasks will be completed. It is imperative that you attend to these as soon as they are requested.
- Since the winter intersession program is considered a spring class - you must register for it as soon as early spring registration begins, sometime in October.
 1. You will attend the actual class time in the evening per the program web page instructions.
 2. This class time is also mandatory to participate in the travel portion of the course.
- Remember** - you will be billed through your MU account not through your Stephens account. **If you are charged non-resident fees for the MU courses, the TCOB Study Abroad Program will credit 80% of those fees back to your MyZou account once the program has departed. You will still be obligated to pay the remaining 20% on the Non-Resident fees.** If you are unclear as to what Non-Resident fees are or if you are considered a Non-Missouri resident, please check with Linda Baumgartner at:

Lynda Baumgartner
Study Abroad Coordinator
Stephens College
Office: 103 Walter Hall
Phone: (573) 876-2317
Email: L.Baumgartner7704@stephens.edu
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PLEASE MONITOR YOUR EMAIL SEVERAL TIMES A DAY TO KEEP CURRENT ON PROGRAM REQUIREMENTS AND REQUESTS.