

October 13, 2023

Dear [REDACTED],

Congratulations! You are approved to study abroad for Spring 2024. We are delighted that you will have the opportunity for personal and intellectual growth through your experience abroad.

Critical Pre-Departure Deadlines/Instructions (immediate action-required)

** Failure to follow pre-departure requirements results in ineligibility . **

- **ASAP** - **“Commit”** (or withdraw) in your IPO portal by **October 20**.
- **Action Items Meeting** - mandatory; attend one.
 - **Tuesday, October 17, 5-6pm** Johnson Hall Choi Auditorium **OR**
 - **Wednesday, October 18, 12-1pm** Mosher 1
- **October 20:** Complete all four post-decision elements (Agreement to Participate 1-3, Electronic Signature documents) in your portal.
- **October 23 - 27, Advising Week:** Confirm your plans and course choices and have your chair and advisor (and core if needed) sign your **Course Planning Sheet**. Upload into the portal (scanned PDF) by **November 3**.
- **October 30 - November 3:** REGISTRATION WEEK- Register for the 16-unit Study Abroad “class” ABXX302 during your second registration time, not on-campus classes.
- Mandatory **Orientation Saturday, November 11, 11:00am - 2:00 pm** in Choi Auditorium
- **Withdrawal** - Not accepted by your program? Not going? Contact IPO ASAP or by the last day of the semester to avoid charges.

Essential Information

- Review the **Factsheet for Study Abroad Spring 2024** and **Handbook**
- **Program-specific Application & Deposits** - Finish immediately! IPO *already* sent your recommendations. We pay the deposit.
- **Communication with families:** Share this information with your family. IPO communicates basic details (orientation materials and finances) with the person you indicate as your Family Contact in the “Agreement to Participate (Part I).”
- **Financial Aid:** **See here** - IPO automatically notifies Financial Aid to adjust your package. Give them some time!
- **Billing:** **See here** - Participants pay to Oxy the “Comprehensive Fee.” IPO pays programs.
- **Program Scholarships:** **See here** - “Scholarships/Awards.” Apply directly to SIT, IES, CIEE, etc.
- **Deadlines & Late Fees:** Avoid the **\$125 fee** for late forms. Email **IPO@oxy.edu** in advance for an extension. Further delay after warning doubles the late fee to **\$250**.

Read and act on ALL EMAIL FROM IPO... and your Program!

Again, **CONGRATULATIONS!**

International Programs Team - Robin, Julie, Marisa, Christy