October 13, 2023

Dear [Name],

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