Timeline & Checklist: It is recommended you follow this list so as to stay on top of deadlines and that all paperwork is processed in an adequate timeframe. Most of these dates are for reference and some are deadlines, all subject to change. Stay in contact with the LTU Study Abroad office for exact deadlines.

___ Jan: If you need to use Financial Aid, make sure to file your FAFSA. Many scholarships are available. You can find a list on the LTU Study Abroad and Financial Aid page.

___ Jan- Feb: Review available courses and compare to LTU flowchart. Meet with your academic advisor or department chair to determine the best courses that fulfill your college’s requirements. Courses can be found on foreign university’s website or ask the Study Abroad Office for a list.

___ Jan: Apply for/Renew your passport: http://travel.state.gov/content/passports/english.html

___ Mid-April: Submit your Request for Guest Credit paperwork to the One Stop to be reviewed by the Guest Credit Committee. You can call the One Stop at 248-204-2280 to find out when their next meeting is (typically on the third Thursday of the month). The paperwork to be reviewed needs to be submitted to the One Stop no later than 4 p.m. on the Tuesday BEFORE the committee's next meeting. The Guest Credit Committee will send you a letter saying which courses have been approved for you to take at Hertfordshire. This letter is emailed to you, so make sure your email is updated and on file with the University. You can download the Guest Credit form here: http://www.ltu.edu/registrars_office/forms_to_print.index.asp
You must forward the approval letter to the Study Abroad Office so you are able to register for your courses.

___ May 1st: Deadline: Application Materials Due. Submit all Application Materials to LTU Study Abroad office to be sent to Hertfordshire Study Abroad office. Try and do this early to make sure you have met all the requirements.

___ Upon Acceptance, submit copies of all acceptance paperwork to LTU Study Abroad office. Hertfordshire will email your acceptance and other documents that will need to be completed in a timely manner.

___ May: Study Abroad Office will create SAP (Study Abroad Program) courses equivalent to the courses you will take at Hertfordshire. Your Guest Credit must be approved before your courses will be created. Register for the intended courses in Banner Web Registration Drop/add area. Once you are registered, in the Registration area of Banner Web go to the “Change Class Options”. All courses are registered at a credit hour value of 1.000 credit hour. If you are taking the course for more than 1.000 credit hour, go to the Change Class Options. Change the credit hour value from 1.000 to the intended
number of credit hours. Click on the Submit Changes button. If you get an error message for Duplicate Courses, contact LTU Study Abroad office to get an override.

*Engineering students will have their courses created by the College of Engineering. Speak with your department chair about creating these courses once you are accepted.*

Registering for these courses will keep you in the system, and will activate your financial aid. If you don't register for these courses, you will not receive any financial aid while abroad. You will also not be a Lawrence Tech student for that semester, which means the office can't help you if something should go awry while you're abroad.

___ May-June: Purchase your own airfare to/from London. Make sure to arrive in time for Orientation. Contact University of Hertfordshire directly if you have questions. Provide a copy of flight schedule to LTU Study Abroad office.

___ May: If you have questions about or need more aid, contact the Office of Financial Aid, Deborah Westman (dwestman@ltu.edu or 248-204-2179) and let her know you are studying abroad in the fall through the University of Hertfordshire Program (include your banner id number). They will be able to adjust your eligibility only after your Financial Aid package has been finalized. Please note that an increase in eligibility does not always guarantee that you will get additional aid. It only increases your eligibility to receive more aid. Tuition costs will be calculated at LTU tuition rates.

___ Submit Accommodation Application Online. There is high demand for places in University accommodation. Accommodation offers are conditional on your on line accommodation application being recorded by the University, on or before September 7, and your acceptance of an unconditional offer of a study place at the University of Hertfordshire on or before September 7. The University does not guarantee to house any student on or near the campus where he or she normally studies.

___ July: Make sure you have set up direct deposit at Lawrence Tech in case there is a financial aid refund applied to your account. That way you will have access to those funds while abroad.

___ Mid-August: Payment of half your balance is due to LTU.

___ Mid-Sept: Other half of your balance is due to LTU.

___ Arrival in UK -Mid-Sept: Present Unconditional Offer to study at Hertfordshire letter, proof of financial support, and proof of your return flight to the U.S. to immigration (if requested) and at Hertfordshire Registration/ Check-in. Exchange students will be required to register with the university during Orientation Week.

___ End of Semester- Jan: University of Hertfordshire transcripts: Upon completion of the program, make sure the Hertfordshire transcripts are sent to the LTU Study Abroad office, so you can receive CR on your SAP courses. The transcripts will then be sent to the Registrar's Office to have it added to your LTU records.
Application Process – Submit all application materials to LTU Study Abroad office.

___ LTU Study Abroad form
___ Hertfordshire Application form. This can be downloaded from Hertfordshire website
DO NOT apply online.
___ Two letters of reference from faculty
___ Module Selection form
___ Copy of official University transcript
___ Copy of passport ID page
___ List of courses currently being taken if not shown on the transcript
___ Descriptions of any classes being taken which would act as pre-requisites for modules to be taken at Hertfordshire

Once Accepted (forms available from Hertfordshire after acceptance) – Submit copies of these forms to the LTU Study Abroad office.

___ Accommodation application
___ Sign and return Hertfordshire Learning Agreement
___ Current transcript
___ Passport copy
___ Passport photos
___ Sponsor letter from LTU Study Abroad office (not always needed. Check with SA office)
___ Unconditional Offer letter

Complete and send all forms to LTU Study Abroad Office to be forwarded to Hertfordshire.

Additional Contacts:
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