Follow this step-by-step checklist to secure your place! Events shaded in red are highly important

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<th>STEP</th>
<th>ACTIVITY</th>
<th>DATE</th>
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</table>
| Step 1 | a) Research destinations. Remember to look at:  
- Costs and sources of funding;  
- Modules (often called courses or units) on offer;  
- Find out what other students say and get first-hand tips and guidance.  
b) Enrol on the Study Abroad Office VLE organisation: This where you will submit your final application and there is also a wealth of information stored here. Please note that you cannot submit your application before gaining approval from Becky Kidner (LUBS Study Abroad Officer). | Aug - Nov 2016 | |
| Step 2 | Attend your welcome back meeting by programme. Here you will hear about the Study Abroad opportunities available to you. | w/c 26th Sept 2016 | |
| Step 3 | Register your interest by attending the initial LUBS briefing session:  
- Hear from LUBS students who have just returned from their year abroad;  
- This will be the first chance to find out the up-to-date list of destinations open to you.  
- Will also include a Q&A | 12th Oct 2016  
13:30 – 14:30  
LT 1.28  
(Moot Court)  
Liberty Building | |
| Step 4 | Attend a Study Abroad ‘101’ session – running every Tuesday and Thursday until the application deadline:  
| Tues 4th Oct - Tues 8th Nov | 13:00 - 14:00 | G.33 - Liberty Building | |
| | Thurs 6th Oct - Thurs 10th Nov | 12:00 - 13:00 | G.12 - Clothworkers North Building | |
| Step 5 | Study Abroad Fair: speak to students from across the whole university in person and find out about all the destinations on offer to you (Parkinson Court, 11am – 3pm). The Study Abroad Office aims to have a representative for every partner university at this fair.  
NB You can also drop into the Study Abroad Office (11am – 3pm, Monday – Friday) to speak to an advisor and seek guidance | 19th Oct 2016  
11:00 – 15:00  
Parkinson Court | |
| Step 6 | At the destination events in LUBS you can find out more about the destinations you are interested in applying to, costs & funding involved but mainly hear from students about their experiences.  
USA: 13th October 14:00-15:00 – 1.06 Maurice Keyworth  
Canada: 14th October 13:00-14:30 – 1.06 Maurice Keyworth  
Australia and New Zealand: 19 October 13:00-14:30 – 1.09 Maurice Keyworth  
Asia: 20th October 13:00-14:00 – 1.09 Maurice Keyworth  
Europe: 21st October 13:00-14:00 – 1.06 Maurice Keyworth | 13th – 21st October 2016 | |
<table>
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<tr>
<th>Step 7</th>
<th>Contact us (<a href="mailto:studyabroad@lubs.leeds.ac.uk">studyabroad@lubs.leeds.ac.uk</a>) to make a 1:1 appointment with the Study Abroad Officer, Becky Kidner, to seek guidance on your application/destination choice and to confirm you have LUBS approval to apply to study abroad. <strong>You must bring your proposed top 7 choices to the meeting as well as your personal statement &amp; CV.</strong></th>
<th>24th October – 11th Nov 2016</th>
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<tr>
<td>Step 8</td>
<td>Plan a visit to the Study Abroad Office (level 11 of the Ziff Building) to hand in your supporting documents and discuss your destination choices with an adviser.</td>
<td>24th October – 11th November 2016</td>
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<tr>
<td>Step 9</td>
<td>Submit your application by the deadline. Applications submitted after the deadline or without LUBS approval will not be accepted. You must remember to submit a hard copy of your documents in person, as well as submitting on the VLE</td>
<td>14th Nov 2016 15:00</td>
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<tr>
<td>Step 10</td>
<td>Find out where you have been allocated to study abroad!</td>
<td>Dec 2016</td>
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| Step 11 | Make your direct application to your host university supported by the Study Abroad Office. At this stage you should not be rejected from the scheme; the direct application allows you to get your details on the system at your host university and in some cases to apply for courses. Please note that all of our partners have different applications dates so do not worry if everyone else you know has applied already; the Study Abroad Office will be in touch!  
*For Erasmus students only:* get your learning agreement signed by Becky before returning it to the Study Abroad Office. | Jan – June 2017 |
| Step 12 | Attend the country-specific events run by the Study Abroad Office to hear from staff and students who can tell you more about what it is like to study in your host country and to meet other students going to the same place as you. | April 2017 |
| Step 13 | Attend 2 pre-departure meetings:  
- LUBS briefing (academic requirements for the year, keeping in touch, risk assessment)  
- Study Abroad Office Pre-Departure Conference (visas, insurance, H&S) | May 2017 |
| Step 14 | Return all your documentation:  
- Module approval form  
- Risk awareness form  
- Anything required by the Study Abroad Office | May – June 2017 |
| Step 15 | Keep in touch!  
Facebook: [https://www.facebook.com/groups/LUBSStudyAbroad/](https://www.facebook.com/groups/LUBSStudyAbroad/)  
Email: studyabroad@lubs.leeds.ac.uk | June 2017 onwards |