



International Programmes

Predeparture Study Abroad Orientation



Academics & Forms

1. Submit **Course Approvals Form** to Registry Services
 - Send confirmation of Registry's approval of courses to the Global Mobility Officer.
2. Submit **Leave of Absence** form to Registry Services.
 - Confirm visa monitoring with the UKVI Compliance Officer and the Global Mobility Officer.
3. Confirm **scholarships & financial aid** (SFE/FAFSA loans) with Jason Elliot, in Student Finance
4. Submit **Hold Harmless Agreement** to the Global Mobility Officer
5. Ensure the host institution is aware of any **SEN accommodations** prior to arrival.



Responsibilities, Health & Safety

- [Richmond's Student Code of Conduct](#) still applies while abroad as well as the policies at your host institution.
- Make sure you obtain Health Insurance prior to going abroad.
- Accessing Health/Counselling services at host institution
- Prescriptions whilst abroad
- Use of alcohol & drugs in your host country





Emergencies

In case of a personal or medical emergency:

- Let your host institution know what happened
- Contact campus security/police (if required)
- Let Maggie at Richmond know at (phone number) or burtonm@richmond.ac.uk
- Utilize on campus counselling / resources (if required).





Richmond Contacts:

Maggie Burton, International Programmes
burtonm@Richmond.ac.uk

Registry Services registryservices@Richmond.ac.uk

Student Finance: studentfinance@richmond.ac.uk

Student Affairs: studentaffairs@Richmond.ac.uk