Waitlist Procedure

Grand Rule: fulfill all pre-departure requirements as if you are already enrolled in the program.

1) Get a passport
If you already have one, great! If not, you need to act fast. At this point, the best plan-of-action would be to expedite the process for an additional fee. In order to do this, you need to come into the Office of Global Studies (Sun Yat Sen Hall) and request a Passport Expedition Letter. From there, you’ll need to visit the Department of State’s passport information website on how to schedule an appointment for a rush passport and what you need to bring to submit an application.

2) Start gathering visa application materials
All semester students should proceed with gathering all needed visa materials. Go to the Accepted Student site to download your visa packet and checklist.

Discover the World students: Since we cannot assign you a rotation schedule until you are officially admitted into the program, you'll need to gather French visa application materials as well. Click here for instructions on each of the three processes.

3) Complete your Blackboard Orientation Course
Blackboard Courses are available through UIS.

4) Submit Pre-Departure Forms and Information
All online forms except flight information should be filled out.

5) Attend a Cultural Mentorship Session
You can find the dates and times of various Cultural Mentorship Sessions on the Accepted Student Page.

6) Review the $250 Deposit refund policy
There are three circumstances where a waitlisted student would receive a deposit refund.
   1) Student withdraws via e-mail before a spot opens in the program
   2) Student declines spot when notified
   3) Student does not respond to a new spot notification within 24 hours

How you will be notified about your waitlist status:
Students will be notified via phone and e-mail as soon as a spot in the program becomes available. They will then have 24 hours to accept or decline the spot via phone or e-mail.