STEPS TO STUDY ABROAD

PACE TRAVEL COURSES

Explore Pace Travel Course offerings

1 Go to https://www.pace.edu/study-abroad/travel-courses, review programs, then click on any program to visit our application portal (Terra Dotta). *Search for the program that's right for you. Read about locations, areas of study, costs, faculty leaders, program durations, accommodations, and more!*

Attend a 'Pace Travel Courses' Info Session

2 This 15-minute session walks you through the process of Pace Travel Coureses study abroad at Pace. How do you apply, what are the finances, what does the immersive experience look like and as a result, enhance your Pace career? *Think about what you're looking for from your time abroad.*

Review Frequently Asked Questions about Pace Travel Courses.

Meet with your Pace Academic Advisor

3 The shorter duration of a Pace Travel Course allows greater flexibility within your academic plan, but it's still important that, together with your advisor, you review your academic track (Degree Works), class flexibility, and plans to study abroad — in relation to your graduation and major/minor requirements. Contact the course's Faculty Leader directly for academic-related questions.

Optional: Reach out to a Study Abroad Advisor

4 Email us at studyabroad@pace.edu with questions regarding your application process, how to choose a program, and scholarships. If you have more questions, schedule a virtual appointment with a Study Abroad Advisor. Email the program Faculty Leader directly with academic questions.

Apply! Submit your Pace Study Abroad Application

5 Apply for your chosen program through the Study Abroad application portal (Terra Dotta) by clicking the blue "Apply Now" button on the program page:

Complete the "Pre-Decision" questionnaires and signature documents--you must check off all the boxes. Education Abroad will review your submission, including a GPA and disciplinary check. You'll be notified by email when you're approved for the next steps.

Pay a Deposit to be Registered in the Course

6

Upon receiving your acceptance email, login to your Study Abroad application to complete the remaining "Post-Decision" materials, including the signing of required documents and payment of a $500 non-refundable deposit* as indication of commitment.

When your documents have been received, the Education Abroad Office will register you in the respective course. The remaining program fee will be billed through your Pace student account.

Students do not register themselves in Pace Travel Courses.

*If a Pace Travel Course is cancelled by Pace, the $500 deposit will be returned to students.

Wait for 'OK' from Education Abroad to Purchase Flights

7

Do not purchase airfare or make non-refundable travel plans connected with your Pace Travel Course, until advised to do so by Pace Education Abroad.

Apply for a Passport (and Visa, if applicable)

8

Allow plenty of time to apply (or renew) your passport. It should be valid for at least 6 months beyond your program's departure date. If a visa is required to travel to your program's destination, visit the website of the host country's embassy and research what's required to obtain a visa — be proactive.

Attend Class Meetings & Mandatory Pre-Departure Orientation

9

You will receive academic instruction from your faculty leader. Be sure to attend all class meetings and complete class work during the semester to prepare for a meaningful abroad experience.

Every student is required to attend a Pre-Departure Orientation before traveling abroad. It addresses health and safety, traveling tips, and other information you'll need to know before going abroad.

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Education Abroad

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