

# Arts & Culture in South Africa 2017

## CHECKLIST

### APPLYING

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- ❑ Discuss and plan for the course with your family.
  1. The Winter Break is a great time to start these conversations and get everyone on board
  2. It's also a good time to discuss funding the course and plan for the \$1000 deposit that will be due before IPO can officially secure your place on the trip
  3. Feel free to forward questions or concerns you or your family has to Prof. Lewis

- ❑ *January 15 early bird deadline; final deadline February 1, 2017.*  
Apply through the International Programs Office Studio Abroad system  
<http://theatreinafrica.weebly.com/faqs.html>

You need to set up your profile and provide the following information:

1. Biographical data and contact information
2. Health questionnaire (and action plan, if assigned)
3. Answer application essay questions
4. Submit a copy of your valid, signed passport with at least 2 blank pages left (South African regulation)
5. Complete and sign your Release of Liability Form

NOTE: If you do not have a passport, apply for one NOW.

<https://travel.state.gov/content/passports/en/passports/apply.html>

You may submit a scan of your passport application and receipt demonstrating that you are in the process of applying for your passport at the application stage.

- ❑ Meet with the Financial Aid Office to determine:
  1. How much financial aid (and what types) you qualify for in summer 2017
  2. See if you qualify for Gilman Scholarship (Pell Grant recipients)
  3. Understand when financial aid is disbursed to your account
  4. Sharon Pinkney from the Office of Financial Aid now has office hours in the IPO office (455 Hills South) 2 times a week. Look out for her spring semester schedule!
- ❑ Submit the financial need form (<http://theatreinafrica.weebly.com/grants.html>) to Prof. Lewis for any potential scholarships she may secure this year

### ONCE YOU ARE ADMITTED

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By February 15

- ❑ A non-refundable \$1000 deposit is due to IPO before your application can officially be accepted and your spot on the program can be reserved. All applicants – UMass and non-UMass alike – will pay their deposits via QuikPay, an e-pay system used by the Bursar's Office (link included in your application online). **PLAN IN ADVANCE FOR THIS.**  
[If you have extenuating financial hardships we should be aware of, let IPO and Prof Lewis know in advance so we can help you]

By March 1

- ❑ Ensure all your IPO paperwork is complete on Studio Abroad:
  1. Your HEALTH Questionnaire and ACTION PLAN
  2. Scan of your valid, signed passport
  3. Signed Release of Liability Form
  4. Emergency Contact information
  5. Holds or Flags on BURSAR'S Account (UMass students)

By March 10

- ❑ Complete registration paperwork with Scholarly Sojourns, our travel provider (they will email you forms)
- ❑ Submit your \$100 non-refundable airfare deposit to Scholarly Sojourns by 3/10/17 to guarantee this discounted rate

April

- ❑ Attend the MANDATORY Pre-Travel Orientation meeting with Prof Lewis and Stacy Lutsch from IPO (details to follow)  
Non-UMass students will participate via videoconference
- ❑ Get medical checkups, go to the Travel Clinic, refill prescriptions etc
  1. Review CDC website [www.cdc.gov/travel/destinations/](http://www.cdc.gov/travel/destinations/)
- ❑ April 24 (8 weeks before the program starts):  
Non-UMass students: Pay balance of course fee (minus \$1000 deposit already paid) to IPO via QuikPay  
UMass students: pay the balance of the program fee (NOT including airfare, which is payable separately to Scholarly Sojourns) via their Bursar's bills.  
NOTE: If you are waiting on summer financial aid to be disbursed to pay your bill, please be in contact with the Bursar's Office.

By May 10

- ❑ Purchase your group rate airfare in full by 5/10/2017 to qualify for discounted rate. You pay the balance of \$1292 (minus the \$100 deposit) *directly* to Scholarly Sojourns, not IPO.

#### **AFTER THE ORIENTATION MEETING**

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- ❑ Sign and return Behavior Contract to Prof Lewis
- ❑ Register with STEP (mandatory) - <http://www.travel.state.gov/>
- ❑ Sign up for eduroam *on campus*, prior to departure!!!! On all your devices.  
Or you won't get wifi in South Africa.  
<https://www.oit.umass.edu/xpressconnect/>
- ❑ Text Prof Lewis your cell number (for WhatsApp group): 646 327 5626

## **STARTING IN MAY**

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- ❑ Begin the 10-unit online Moodle course (activates 5/1/17; closes 6/23/17)
- ❑ Look out for insurance brochure and card in the mail from IPO
- ❑ Look out for info from Prof Lewis on what shows we will see as soon as Festival Programme is made public (usually early May)

## **PRIOR TO TRAVEL IN LATE JUNE**

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- ❑ Complete all 10 Moodle units by 6/23/17 according to online unit deadlines
- ❑ Review the Packing List for South Africa
- ❑ Make a lost passport kit
- ❑ Bring spending money, ATM card, and credit card with you
- ❑ Bring Student ID & \$50 check made payable to “Scholarly Sojourns” for cell phone deposit with you to South Africa
- ❑ Check communication channels regularly for info on:
  1. The rendezvous time and place at the airport for the flight to SA
  2. Complete contact list for all participants
  3. Final itinerary details
  4. Updates and reminders
- ❑ Get excited!!!!