

## UCEAP April 2017 Advisories

**April 18, 2017**

Dear UCEAP Student,

Below are your UCEAP advisories for April 2017. Note that you will need to take action soon on the information provided below. Visit your Campus Pre-Departure Checklist to reference these advisories in the future:

<http://studyabroad.berkeley.edu/eap/pre-departure/checklist-summer-fall-year-2017-2018>

In this message:

1. Action Item: Academic Planning Form due Friday, April 28th
2. Action Item: Complete UC Abroad Online Travel Course by Friday, April 28th
3. Action Item: Pick up UCEAP T-Shirt
4. Action Item: Sign up for Electronic Funds Transfer (EFT) via eRefund
5. Action Item: Clear all holds in CalCentral for Spring 2017 and your UCEAP term(s)
6. SHIP Instructions now available on Campus Pre-Departure Checklist
7. Paying for Your UCEAP Program
8. Financial Aid Advising for Study Abroad in 160 Stephens Hall

### **1. Action item: Academic Planning Form due Friday, April 28th in 160 Stephens Hall**

See Item # 10 of your [Campus Pre-Departure Checklist](#) for your Academic Planning Form and its accompanying instructions. This form requires a signature by your major adviser(s). The Academic Planning Form is a more detailed version of the Preliminary Academic Planning Form that was required with your initial UCEAP application. You can submit your Academic Planning Form to [our office](#) by mail or in person.

### **2. Action Item: Complete the UC Abroad Online Travel Course by April 28th**

By April 28th, Berkeley UCEAP participants for all locations abroad are required to complete the UC Abroad Online Travel Course. The course should take 60-90 minutes. Instructions and the link to access the online course can be found under Item #9 of your [Campus Pre-Departure Checklist](#).

### **3. Action Item: Pick up UCEAP T-Shirt**

Your complimentary UCEAP t-shirt is available for pick-up in 160 Stephens Hall *upon submission of your Academic Planning Form*.

### **4. Action Item: Sign up for Electronic Funds Transfer (EFT) via eRefund**

If you are expecting financial aid and would like to receive your disbursement as a direct deposit from UCEAP, you must sign up for eRefund via your MyEAP account, even if you already have EFT at Berkeley. Students who do not sign up for eRefund will receive financial aid disbursements via paper check at the U.S. financial address that you input into MyEAP. Review the [eRefund instructions](#) on the "Money Matters" tab of your [UCEAP Pre-Departure Checklist](#).

## **5. Clear all Holds in CalCentral for Spring 2017 and your UCEAP term(s)**

Some departments place Academic holds on declared majors prior to each registration period. Berkeley Colleges also place Academic holds, for instance, on students who have not declared a major by their senior year, or students who will exceed their unit or semester ceiling prior to a given term. Student billing places holds on accounts that are overdue for payment.

Though you are registering for courses through your host institution and MyEAP, you are also enrolled in a placeholder course in CalCentral until your UCEAP courses and grades are reported to Berkeley. To become properly registered in CalCentral, you must clear all Academic holds for the current term and your UCEAP term(s) even though you aren't taking classes on campus. More information about clearing registration holds is detailed under Item #7 of your [Campus Pre-Departure Checklist](#).

## **6. SHIP Instructions now available on Campus Pre-Departure Checklist**

See Item # 11 of your [Campus Pre-Departure Checklist](#) for instructions on enrollment in, or waiver from, the Berkeley Student Health Insurance Plan (SHIP) during your UCEAP participation.

## **7. Paying for Your UCEAP Program**

Review the "Money Matters" tab of your [UCEAP Pre-Departure Checklist](#) for your student budget, payment schedule/deadlines and payment instructions. Make sure you make all payments on time to avoid late fees. See Item # 8 of your [Campus Pre-Departure Checklist](#) for your guide to "Finances and Financial Aid," written specifically for UC Berkeley students participating on UCEAP programs.

Reminder for Financial Aid Students: Your first payment is deferred until the second payment due date. Your MyEAP account will automatically be assessed a late payment fee for the first payment, which will be reversed when UCEAP receives your financial aid.

## **8. Financial Aid Advising for Study Abroad in 160 Stephens Hall:**

Attention Financial Aid recipients: after you have familiarized yourself with the finances information on both your [Campus Pre-Departure Checklist](#) and [UCEAP Pre-Departure Checklist](#), we encourage you to visit 160 Stephens Hall for drop-in Financial Aid Advising, with Financial Aid Counselors Richard Hardenbrook and Ka Yan Chan. Richard and Ka Yan can provide advice specific to your individual financial aid award for study abroad -- be sure to bring your student ID card for this advising service. Call [510-642-1356](tel:510-642-1356) to find out the financial aid hours for the week.

Sincerely,  
The Staff of BSA  
END OF MESSAGE