

FLAS SUMMER 2018 – STUDENT HANDOUT

On-Campus: SILMW

- 1) Receive approval to study through SILMW through Center FLAS Coordinator, who will, when approving your program, cc the Business Office (i.e. Sam Celmer) (receive approval by **April 30**)
- 2) Once you have approval, register normally through UIUC (register by **April 30**)
- 3) Once the IIP Business Office has notification of your program approval, the following information will be requested from you:
 - a. Language, Level, & Number of Course Credits
 - b. Student Status (i.e. Graduate or Undergraduate)
 - c. Illinois Resident or Non-Illinois Resident
 - d. When did you first enroll/what was your first semester at UIUC?
- 4) The Business Office will deposit tuition and fee money into student account for the summer term

Pre-Approved Study Abroad Programs (IAGE or other on-campus study abroad office)

- 1) Apply through IAGE or other on-campus study abroad office for program – follow their instruction and submit all forms (the due date for summer programs was February 15, but some program deadlines have been extended for FLAS students)
- 2) Receive approval for study abroad program through Center FLAS Coordinator, who will need additional information, as all overseas programs need approval from the US Department of Education – the Center FLAS Coordinator will cc the Business Office (i.e. Sam Celmer) when notifying you of approval (receive approval by **April 27**)
- 3) If you are an **undergraduate student**, registration and transcripts will be handled by the study abroad office. If you are a **graduate student**, registration and transcripts will be handled by your Center FLAS Coordinator (register by **April 30**)
- 4) Once the IIP Business Office has notification of your program approval, they will deposit tuition and fee money into your student account based on the budget provided by the study abroad office

Non Pre-Approved Study Abroad/Away Programs

- 1) Choose program and receive approval for program through Center FLAS Coordinator, who will need additional information, as all overseas programs need approval from the US Department of Education and through our own Office of International Safety & Security – the Center FLAS Coordinator will cc the Business Office (i.e. Sam Celmer) when notifying you of approval (receive approval by **April 27**)
- 2) Once the IIP Business Office has notification of your program approval, you will need to set up a meeting with them and fill out a form prior to the meeting – this meeting will help you understand FLAS finances and will start the process of creating a contract with your program. (meet before **May 2**)
- 3) If you are an **undergraduate student**, the Business Office will help you with registration, but you must send your transcripts to the Office of the Registrar. If you are a **graduate student**, registration and transcripts will be handled by your Center FLAS Coordinator. (register by **April 30**)
- 4) Once a contract has been created with your program, you will have to submit an itemized bill or receipt along with a FLAS payment form to receive a tuition and fee payment to your account

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LANGUAGE EVALUATION

Please send the name and email of your FLAS language evaluator to your FLAS coordinator by **April 20**. Your pre-fellowship language evaluation should be completed by **April 30** and your post-fellowship language evaluation should be completed by **August 31** by your language evaluator. Once your FLAS coordinator receives your language evaluator's contact information from you, s/he will follow up with your language evaluator and you with further instructions.

FREQUENTLY ASKED QUESTIONS

- 1) **When/how do I get my stipend?**
 - a. Your stipend will pay out via direct deposit in two installments: \$1,250 on June 15 and \$1,250 on July 16. We cannot change the pay date of the stipend because it is processed through payroll.
- 2) **If I'm going abroad, do I have to register through International Safety & Security and pay the insurance/security fee?**
 - a. Yes, no exceptions.
- 3) **What do I do with my transcripts and how do I register for courses?**
 - a. If you are studying **on campus through SILMW**, register normally through UIUC.
 - b. If you are a **graduate student going abroad/away**, your Center FLAS Coordinator will provide you with instructions for registration. You must request two copies of your official transcript from your program and arrange for them to be mailed or delivered in a sealed envelope to your FLAS coordinator AND the Graduate College:
Graduate College Address: *204 Coble Hall, 801 S Wright St, Champaign, IL 61820*
Graduate College Contact: Collene Marron-Beebe, marronbe@illinois.edu
 - c. If you are an **undergraduate student going through IAGE or another on-campus study abroad office**, they will handle your transcripts and registration.
 - d. If you are an **undergraduate student going abroad on a non pre-approved program**, the Business Office will assist with registration and you must send your transcripts to the Office of the Registrar (registrar@illinois.edu):
ATTN: Stewart Schrof, Academic Records Coordinator
Study Abroad, Graduation and Graduate Support
University of Illinois at Urbana-Champaign
901 West Illinois Street, Suite 140
Urbana, IL 61801-3446 USA
 - e. If you are an **undergraduate studying away**, your program's transcripts are treated as transfer credits: <https://registrar.illinois.edu/trans-credit>
- 4) **Who pays the program my tuition and fees?**
 - a. If you are **studying on campus or abroad through IAGE or another on-campus study abroad office**, your tuition and fees will likely be charged to your student account. The Business Office will deposit tuition and fee money into your student account to cover these costs.
 - b. If you are **studying abroad on a non pre-approved program**, you are responsible for paying the institution. The Business Office will deposit money into your student account/through direct deposit once you have submitted an itemized bill/invoice so that you can pay your program.
- 5) **If tuition and fees are less than \$5,000, can I keep the remaining balance?**
 - a. No.
- 6) **What is a travel award, and what should I do if I receive one?**
 - a. If a Center has the funds, they can award up to \$1000 for travel to a student going overseas using a U.S. air carrier service. If your Center FLAS Coordinator notifies you of travel fund availability, you must send your flight receipts to the Business Office to obtain the funds.
- 7) **If I have additional questions, who should I contact?**
 - a. Your Center FLAS Coordinator should be able to handle most of your questions.
 - b. If you are meeting with the Business Office (i.e. Sam Celmer), bring a list of questions to the meeting.