

OUS APPLICATION TIMELINE –ECUADOR- USFQ- SPRING- OUS Students

YOU MUST COMPLETE THE FOLLOWING BY THE DEADLINES NOTED!
CLICK ON ALL LINKS FOR COMPLETE INSTRUCTIONS!

OUS IP OFFICE ADDRESS:

OUS International Programs (Ecuador), Snell 444, Oregon State University, Corvallis, OR 97331

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	NOW	3 to 4 weeks	APPLY FOR OR RENEW YOUR PASSPORT <ul style="list-style-type: none"> Instructions <p>Normally, passport application takes several weeks. Since we need your passport sooner than that, you must EXPEDITE your passport application. See instructions above for details.</p>	PASSPORT PROCESSING AGENCY (see instructions)
	NOW	>1 day	PERSONAL INTERVIEW <ul style="list-style-type: none"> Instructions <p>Your home campus study abroad office will contact you to set up a personal interview as soon as your application is complete. Please schedule this interview promptly. We cannot determine whether you can be accepted to the program until we receive a report from your personal interviewer.</p>	HOME CAMPUS STUDY ABROAD OFFICE
	NOW	>1 day	USFQ APPLICATION <ul style="list-style-type: none"> Form 	OUS IP OFFICE
	November 1	10 minutes!	COMPLETE RSVP SURVEY FOR ORIENTATION <ul style="list-style-type: none"> Instructions 	ONLINE
	November 1	>1 day	READ OVERVIEW of VISA PROCESS <ul style="list-style-type: none"> Instructions 	ONLINE
	November 1 - 5	2 weeks to 1 month	SCHEDULE APPOINTMENTS for HIV test and subsequent medical exam required for VISA (due Nov 25) NOTARIZED HEALTH CERTIFICATE and COPY of HIV TEST for VISA <ul style="list-style-type: none"> Instructions Sample Template 	OUS IP OFFICE
	November 1 - 15	1 day to 1week	Request NOTARIZED POLICE BACKGROUND CHECK For Visa(due November 25) <ul style="list-style-type: none"> Instructions Sample 	OUS IP OFFICE

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	November 1 - 15	2 weeks	SCHEDULE LANGUAGE EVALUATION (due Nov 30) <ul style="list-style-type: none"> • Instructions • Form (give to language instructor) 	OUS IP OFFICE
	November 1 - 15	2 weeks	SCHEDULE MEETING WITH ACADEMIC ADVISOR TO COMPLETE OUS ACADEMIC ADVISING FORM (signed by advisor and due November 30) <ul style="list-style-type: none"> • Instructions • Form 	OUS IP OFFICE
	November 1 - 15	2 weeks	OSU STUDENTS ONLY – SCHEDULE MEETING WITH ACADEMIC ADVISOR TO COMPLETE ADDITIONAL OSU ACADEMIC ADVISING FORM (signed by advisor and due Nov 30) <ul style="list-style-type: none"> • Instructions • Form 	OUS IP OFFICE
	November 5	>1 day	OUS HEALTH DISCLOSURE FORM <ul style="list-style-type: none"> • Form <p>(NOTE: Please turn the Health Disclosure form into your <i>home campus</i> study abroad office for forwarding to OUS)</p>	HOME CAMPUS STUDY ABROAD OFFICE
	November 5	>1 day	OUS PAPERWORK <ul style="list-style-type: none"> ○ Release of Risk: Form ○ Permission to Use Photos: Form ○ Advisory on Safety and Security: Form ○ Billing and Vacation Address: Form 	OUS IP OFFICE
	November 5	>1 day	2 PHOTOCOPIES OF PASSPORT	OUS IP OFFICE
	November 5	>1 day	OFFICIAL PASSPORT PHOTOS <ul style="list-style-type: none"> • Instructions 	OUS IP OFFICE
	November 5	>1 day	HOMESTAY QUESTIONNAIRE <ul style="list-style-type: none"> • Form 	OUS IP OFFICE
	November 10 - 17	>1 day	ONLINE SPANISH PLACEMENT TEST Monitor email for notice from USFQ	USFQ ONLINE
	November 14	1 day	ATTEND OUS PRE-DEPARTURE ORIENTATION Mandatory for all participants	University of Oregon Campus
	November 14	>1 day	\$200 PROGRAM DEPOSIT (non-refundable) To be collected at Orientation <ul style="list-style-type: none"> • Instructions 	Orientation Facilitator
	November 14	Varies	PASSPORT To be collected from you at Orientation	Orientation Facilitator

✓	DEADLINE (not a postmark date)	ESTIMATED PREPARATION TIME	FORMS & DOCUMENTS TO BE COMPLETED	SUBMIT TO
	November 14	>1 day	PAYMENT AGREEMENT To be distributed at the Orientation. Signed form due November 30	OUS IP OFFICE
	November 14	>1 day	DRAFT of VISA SOLICITUD (for proofing) <ul style="list-style-type: none"> • Instructions • Sample • Form 	OUS IP OFFICE VIA EMAIL
	November 14	>1 day	DRAFT of VISA CERTIFICADO (for proofing) <ul style="list-style-type: none"> • Instructions • Sample • Form 	OUS IP OFFICE VIA EMAIL
	TBA	>1 day	PURCHASE PLANE TICKET - Do not purchase until official arrival dates have been announced and posted! <ul style="list-style-type: none"> • Instructions 	
	Mid - Late November	>1 day	USFQ ONLINE REGISTRATION Monitor email for notice from USFQ	USFQ ONLINE
	November 25	>1 day	VISA FEE <ul style="list-style-type: none"> • Instructions 	OUS IP OFFICE
	November 25	>1 day	FINAL VISA CERTIFICADO and SOLICITUD Due (see above)	OUS IP OFFICE
	November 25	2 weeks to 1month	NOTARIZED HEALTH CERTIFICATE and COPY of HIV TEST Due (see page 2)	OUS IP OFFICE
	November 25	1 day to 1 week	NOTARIZED POLICE BACKGROUND CHECK Due (see page 2)	OUS IP OFFICE
	November 30	>1 day	SIGNED PAYMENT AGREEMENT Due (see page 2)	OUS IP OFFICE
	November 30	>1 day	SCHOLARSHIP EXPLANATION AND AGREEMENT FORM <ul style="list-style-type: none"> • Form 	OUS IP OFFICE
	November 30	2 weeks	ACADEMIC ADVISING FORM (s) Due (see page 1)	OUS IP OFFICE

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	November 30	2 weeks	LANGUAGE EVALUATION Due (see page 1)	OUS IP OFFICE
	November 30	>1 day	COPY of FLIGHT ITINERARY	OUS IP OFFICE
	December 1 - 31	2 – 3 weeks	VISA APPLICATION in process at Consulate, RECEIPT of VISA Monitor email for notices of progress and estimate of delivery via Fed Ex	
	Mid December	Varies	HOST FAMILY Placements Announced Monitor email for notice	
	Mid December	Varies	WELLS FARGO INSURANCE ENROLLMENT Monitor email for notices from OUS and Wells Fargo	
	December 31	Varies by Campus	UNOFFICIAL TRANSCRIPT showing fall term grades	OUS IP OFFICE
	January 2 TENTATIVE	1 <u>long</u> travel day	ARRIVE IN ECUADOR!	