

UNIVERSITY *of* WASHINGTON

Foreign Language and Area Studies (FLAS)

2022 Summer Orientation

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The Summer FLAS Program Requirements

Intensive language instruction:

- ☐ Programs must be a minimum of 6 weeks
- ☐ 1st or 2nd-year: 140 contact hours
- ☐ 3rd year and above: 120 contact hours

Instruction location options:

UW, other US domestic programs, or approved foreign programs

Grades/Credit

- ☐ Domestic programs must be taken for grade, credit is optional
- ☐ Foreign programs may be taken credit or no credit, but a final exam and certificate of completion are required if no credit is issued



FLAS Summer Award

Graduate & Undergraduate Award

Tuition	\$5,000
Stipend	\$2,500



Tuition Payments

UW Tuition Payments

- ☐ Will be paid directly before the summer due date. An invoice is not required.

Other US Institutions/Programs Tuition Payments

- ☐ Submit all invoice(s) as soon as possible to the FLAS Administrator, but no later than **June 1, 2022**.
- ☐ The FLAS Administrator will make payments directly to your program of study either via credit card or check.

Foreign Institutions/Program Tuition Payments

- ☐ Submit the invoice from your program (including your name as payer, institution's name, date, amount, what for) to the FLAS Administrator to pay via UW credit card or wire transfer. **June 1, 2022** deadline.

NOTE: If you pay your tuition yourself, reimbursement is possible but can take months to process.



Stipend Payments

Set-Up Process

- ❑ Scan either your
 - passport ID page or
 - driver's license and social security card

To JSIS Payroll Coordinator, Kaitlyn Li xql@uw.edu

- ❑ Go to [Workday](#) (UW Payroll System)
 - "New to "Workday" tab: set up your account. Enter home mailing address in "Personal Information."
 - Go to the "Pay" worklet and setup your account for direct deposit

Payout Dates

July 10 and July 25, 2022 (\$1,250 each unless room/board is deducted)



How Are Funds Allocated?

❑ TUITION FUNDS (up to \$5,000)

- Program tuition and deposit
- GAIP (grad students only)
- Study Abroad Admin fee (\$255/\$470)
- CISI international insurance
- Wire fees

❑ STIPEND FUNDS (\$2,500)

- If room and board are part of your program registration, these will be deducted from your stipend and you will receive the balance

All expenses in excess of the allocated funds are your obligation.



GAIP INSURANCE—Grad Students Only

GAIP (Graduate Appointee Insurance Program)

- ☐ Domestic use only (not for Study Abroad)
- ☐ Must be registered at the UW for minimum of two credits
- ☐ Summer GAIP runs from July 1 to September 30, 2022
- ☐ If you purchased Academic Year 2021 GAIP and held it continuously fall, winter, and spring quarters, you already have summer coverage
- ☐ If you elect summer GAIP, it will be deducted from your tuition allotment (example: \$700 for GAIP, leaves \$4,300 for tuition)
- ☐ We enter your GAIP election in the UW Payroll system and then you will receive a email from [Lifewise](#) with enrollment and plan information.
- ☐ Forward confirmation email from Lifewise to FLAS Administrator



Approvals Required

- ❑ UW Study Abroad Office (student's responsibility)
- ❑ US Department of Education Program Approvals (FLAS Administrator's responsibility)
 - All study abroad programs
 - All foreign travel if you want to be consider for travel funds
 - All Independent Study (very rare during the summer)
 - All non pre-qualified FLAS languages



Study Abroad –Start the Process NOW

CONTACT YOUR FLAS ADMINISTRATOR

- ☐ Provide details of your program and link to website for approval. Make sure it meets the requirements. Absolute deadline for *enrollment confirmation* is **June 1, 2022**.

APPLY THROUGH THE UW STUDY ABROAD OFFICE

- ☐ If your program is not a UW-partner program, sign up for the [Independent Learning](#) option
- ☐ Select [For Credit](#) (\$470) or [Zero-Credit](#) (\$255) depending on your needs
- ☐ For “Supervising Faculty” simply write “N/A”
- ☐ Purchase [CISI international travel insurance](#). Submit receipt to FLAS Administrator for possible reimbursement before **June 1, 2022**.
- ☐ Register with [UW Travel Security](#)
- ☐ Register with the US State Department [Smart Traveler Enrollment Program](#) (STEP)



Travel Reimbursements Might Be Possible

Travel reimbursement up to \$1,000 for domestic and foreign travel may be available providing you have taken the following steps:

- ☐ Sought advance approval from FLAS Administrator before purchase of ticket
- ☐ Purchased a ticket that complies with Fly America Act/Open Skies Agreement
- ☐ Booked itinerary directly to/from your program
- ☐ Departure and return dates are not more than one week before start/end dates of your program
- ☐ US/Ed approval has been received



Fellow Reporting Requirements

- ☐ Pre- and post- language evaluations
- ☐ Final Fellow Report (due Oct.1, 2022). Includes course title, grade, credits, quality of instruction
- ☐ US Department of Education biennial survey every other year for eight years



For Help

Stay in touch with your FLAS Administrator. We are here to help:

Canadian Studies Center: Nadine Fabbi

nfabbi@uw.edu

Center for Global Studies: Phil Shekleton

philross@uw.edu

East Asia Center: Paul Carrington

pauldc@uw.edu

Middle East Center: Felicia Hecker

fhecker@uw.edu

South Asia Center: Nick Gottschall

ntjg@uw.edu

Southeast Asia Center: Michael Walstrom

mwal7@uw.edu

If you plan to study abroad, download and save emergency contact information:

- ☐ [UW International Emergency Assistance](#)
- ☐ CISI Insurance: 1-877-714-8179 (toll-free) or 1-603-952-2660 (accepts Collect calls)
- ☐ Local US embassy/consulate emergency phone number





Questions?



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