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**ACTIONS & DEADLINE DATES**

**July 10, 2023 - JANUARY 4, 2024 PROGRAM**

**(Exact dates subject to change)**

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| **ACTION** | **DATE** |
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| Student deadline for submitting application documents to International Partner (IP) | **To be decided by IP** |
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| IP send to both Maria and Merryn:1. Excel template with complete student data
2. Zip file with one PDF for each student. Use student names for PDF file names—must start with LAST name (e.g. Clay\_Merryn.pdf). Each PDF to contain:
	1. TC3 Disney application
	2. Passport or government ID
	3. Unofficial academic transcript.
 | By Friday, January 27 |
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| TC3 review application documents and get additions/corrections as needed from IP | January 30 – February 9 |
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| TC3 issue Accuplacer ID numbers | By Friday, February 10 |
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| Students to take Accuplacer exam  | By Friday, February 17 |
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| TC3 send Accuplacer results to IP and Disney | By Wednesday, February 22 |
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| Disney send application invitation emails to students | Between February 23 – 28 |
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| Each student submits online application, resume, and cover letter to Disney  | Within 7 days of when Disney *sends* the invitation (*not* when student reads it.) For example, if Disney sends invitations on Thursday, students should submit documents no later than the next Wednesday by 11:59 PM |
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| Each student receives link from Disney to submit Role Checklist and to schedule their Disney presentation and interview. | Students need to respond *immediately* when they receive the link. |
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| Disney presentation and interviews | **March 2023. Javier to confirm exact dates.** |
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| Disney send offers to students and inform TC3 and IP | 1 – 2 weeks after interviews |
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| Student deadlines:1. Go online to Disney site to:

 a) Accept offer b) Pay Disney Program Participation Fee ($390) c) Upload passport1. Inform IP of their accept/decline decision and pay TC3 Program Fee of $250 if accepting, along with $15 Accuplacer fee, if not already paid
 | Within 7 days of when Disney sends offer (*not* when student reads it.)  |
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| IP send updated Excel spreadsheet to inform TC3 of student accepts/declines | Within 14 days after Disney sends offers to students |
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| TC3 send payment invoices to IP: 1) Accuplacer 2) Program Fee 3) Tuition and Fees 4) Health Insurance | Within 3 business days of receiving updated spreadsheet with accepts |
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| IP pay Accuplacer and Program Fee invoices. **TC3 cannot produce visa documents until these invoices are paid.** | Immediately upon receipt of invoices. University credit card is recommended for fastest processing (Visa, Mastercard, Discover only; not American Express or Diners) |
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| TC3 send visa documents directly to students  | Within 5 business days of receiving payment |
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| Students make embassy appointments | As soon as visa documents are received |
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| Tuition and Fees and Health Insurance payments due from IP to TC3 | June 16, 2023 |