

Pre-Departure Checklist

Student Name: _____

Immediately after acceptance:

- Read the Pre-Departure Handbook.
- Apply for a passport at <http://travel.state.gov/passports>. If you already have a passport, verify that the expiration date will be valid for **at least six months beyond your expected return date**. If your passport expires less than 6 months before your expected return date, you should renew your passport immediately!
- Look into visa requirements for your host country.
- Begin to investigate flights to your study sight. You may want to look at www.statravel.com and www.studentuniverse.com for special student discounts. If a faculty-led program, meet with your Program Director to determine how flights are being arranged.
- Research information about your destination country and city. Buying a guidebook can be helpful.
- (For Exchange and Affiliate Programs) Contact the Study Abroad Coordinator for assistance requesting Permission to Travel from the university president.

At least one month before departure:

- Attend pre-departure orientation
- If you were unable to attend a Pre-Departure Orientation, you must meet with the Faculty Director or Study Abroad Coordinator for your program.
- Register for your study abroad courses. You must register using the specific class numbers given to you by the Program Director or the Study Abroad office.
- Ask the Faculty Leader or Study Abroad Coordinator for the forms packet. Complete and submit.

Two weeks before departure:

- Make a packing list. Investigate luggage restrictions for your airline.
- Confirm arrival arrangements with your host institution or Program Director.
- Make a plan for use of cell phone while abroad.
- Finalize payment for the program online or at the cashier's window in the Holland building.
- Register for the State Department's STEP program at <https://step.state.gov/step/>.

One week before departure:

- Pack your bags.
- Notify your bank and credit card companies that you are leaving the country in order to eliminate problems while you are abroad. Leave credit card and bank information with someone in the U.S. in case your card is lost or stolen.
- Make sure you have a copy of your insurance card. You must carry your insurance card with you at all times while abroad. Leave a copy of your insurance information with a family member or close friend.
- Make two copies of your passport identification page. Leave one copy at home with friends or relatives. Carry the other with you in a separate place from your passport. Do the same with other important documents.
- Download the Emergency Contact Information form e-mailed to you by the faculty leader or Study Abroad Office. Leave the emergency numbers with a family member or close friend.
- Verify arrival instructions with your faculty director or host institution.

I have read the Study Abroad Pre-Departure Handbook and completed the Pre-Departure Checklist.

Signature: _____ Date: _____