

## Study Abroad Pre Departure Checklist

### 3 Months Before Departure

- Establish contact with the host coordinator.
- Read all information sent by the host coordinator and meet all specified deadlines. Failure to complete forms and meet stated deadlines may result in the cancellation of your exchange. It may also affect your ability to obtain on-campus housing, financial aid, and courses critical to maintaining academic progress. Note that procedures, forms and timelines may be different from Michigan Tech.
- Complete the host campus application for on-campus housing or make off-campus housing arrangements.
- Meet with your academic advisor and select courses to take abroad, submit study abroad credit transfer to IPS and then register for courses at host institution.
- Develop a realistic budget for yourself, including funds for (pre-departure, duration abroad, personal travel, and arrival to home country.)
- Research current exchange rate
- Check whether you will be charged for using your debit card/credit card in your country. Some banks impose “currency exchange fees” for all purchases made abroad.
- Consult with Michigan Tech Financial Aid Office to ascertain your needs for the study abroad session(s).
- Confirm housing arrangements.
- If you haven’t applied for a U.S. passport 4 months prior – you will want to apply immediately. It is recommended that at least one parent have a valid passport in case of emergency.  
[http://travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html)
  - IPS offers passport photo services – 2 photos for \$10.
  - Passport application fees typically include \$75 - \$100 depending on execution fees associated with agency in which you apply
  - Passport application processing time averages 3-4 weeks. The U.S. Department of State urges travelers to submit passport application early – processing time can take longer than estimated.
- Review visa requirements; apply for your visa, if required: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html#C](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html#C)
- **Note:** Each country entry requirement is different. You will need to know



the application timelines, required documents you will need to obtain; permitted length of stay, visa extension regulations (if necessary); and if you need to make an appointment to submit your application and pick it up (if required by the consulate), if you can apply electronically, or by mail.

- Make an appointment with your physician for information on immunization recommendations and health advice
- Continue to research your study abroad country. Educate yourself on customs transportation, sites of interest, religion and cost of everyday items. Ask questions of anyone who has been to that location.
- Make plans for your return. Check your flight options for returning flight.

## **2 Months Before Departure**

- Check your health and travel insurance options to insure coverage abroad.
- If you are taking medication for a health-related program, ensure that your medication is legal in your study abroad country by checking with the embassy or high commission in your study abroad country. Be sure to request an advance supply.
- Ensure that passport is in your hands or on the way. You can often check the status of your passport online.
- **Confirm with host institution that someone will be at the airport to pick you up upon arrival.**
- Continue to educate yourself about where you're going (i.e. check campus/city maps, library, average weather, train and bus systems, grocery stores, holidays, etc.)

## **1 Month Before Departure**

- Make hard and digital copies of all your important documents (ID, passport, visa, acceptance letters, insurance coverage, prescriptions, credit cards, etc.)
- International Programs and Services recommend that you create an "important phone numbers and addresses" document to take with you on your trip. Make a hard and digital copy. This can include numbers from your home country and study abroad country (i.e. parents, home university, local authorities in country abroad, etc.)
- Make arrangements with your friends and family for communication abroad.
  - You may want to use programs such as Skype, Facetime, Whatsapp, or Facebook Messenger



- If your phone service does not work overseas, you will want to find one that does – or purchase a new phone when you arrive at your location.
- Make graduation arrangements, if necessary
- Make sure your student bill is paid in full. Follow the payment schedule set by Michigan Tech. Make housing arrangements for your return to Michigan Tech, if necessary.
- Update your contact information.
- Talk to your advisor and prepare course selections for your return to Michigan Tech, if necessary. Write your advisor's e-mail address down.

### **1 Week Before Departure**

- Make arrangements to have your mail forwarded. Check with your Secretary of State to vote in upcoming elections while abroad.
- Review packing list, purchase any last-minute items. (If your study abroad country has many items that you would take with you, many travelers have suggested that you pack light and then purchase "extras" upon arrival.)
- Send packages to your location if you happen to be mailing extra items
- After packing, walk in and out of the house three times with all your luggage to make sure you can handle your luggage on your own (if you cannot handle the amount and/or weight of the luggage, you may have packed too much.)
- Inform your bank, credit cards, etc. that you'll be out of the country (Make sure your credit card will not charge you "currency exchange fees" as stated in 3 months before departure checklist.)
- Re-confirm airline and arrival transportation arrangements.
- Make sure you know your airline luggage and carry-on restrictions.
- Focus on getting your rest and preparing yourself mentally. You may go through several ups and downs during the week up to your departure, but this is very normal. It is also recommended that you spend time resting, eating healthy and building up your immune system for the anticipated travel.
- Get excited for your time abroad!! This will surely be an experience of a lifetime.