

Study Abroad Checklist

12 - 18 months ahead

- _____ Set-up Study Abroad Advising Account
- _____ Explore program options
 - location
 - courses
 - cost
- _____ Ask questions (study abroad advisor, academic advisor, financial aid, students returned from study abroad, parents)

9 - 12 months ahead

- _____ Apply to program(s)
 - Do you need supplemental documents for application?
 - request transcript
 - request disciplinary clearance
 - write statement of purpose

6 - 9 months ahead

- _____ Get courses pre-approved using the Study Abroad Course Approval Form
This form is available in the Study Abroad Office only.
- _____ Meet with Financial Aid Office for financial aid and/or scholarships
- _____ Apply for (or renew) your passport
http://travel.state.gov/passport/passport_1738.html
- _____ Check on visa requirements for your host country
<http://www.embassy.org/embassies/>
- _____ Make flight arrangements to your host country
- _____ Make sure you maintain required GPA and eligibility status to study abroad

3 - 6 months ahead

- _____ Talk with your Physician about medical issues (CDC recommendations for immunizations, prescriptions, mental health, etc.)
<http://www.cdc.gov/travel/default.aspx>
- _____ Confirm that you have submitted all necessary enrollment forms and program documentation
- _____ Confirm that your financial aid will be disbursed appropriately
- _____ Notify your current housing of when you will be leaving
- _____ Look up local news online from your host country
<http://www.nettizen.com/newspaper/>
- _____ Confirm where you will live when you return to your campus after study abroad

1 - 2 months ahead

- _____ Attend Pre-Departure Orientation
- _____ Make sure you have a suggested packing list for your program, including culturally appropriate clothing and household items you may need
- _____ Make sure you have obtained medical insurance which can be used in your host country
- _____ Make sure you have insurance for your personal possessions while abroad
- _____ Look at local news online from your host country
<http://www.nettizen.com/newspaper/>
- _____ Make sure you have a credit card and debit card which can be utilized overseas, contact your financial institutions and inform them that you will be out of the country for an extended time
- _____ Learn about cultural transition adjustment
<http://www.pacific.edu/sis/culture/>
- _____ Fill out a change of address form and have current mail forwarded to permanent address in the U.S. <https://moversguide.usps.com/>

- _____ File an Absentee Voter registration
<http://www.fvap.gov/pubs/onlinefwab.html>
- _____ Refill prescriptions and purchase any over-the-counter health and hygiene products that may not be available in your host country (check with your program to make sure they are legal)
- _____ Obtain written authorization from your Physician for any prescriptions you will be taking abroad, any relevant health conditions, and refills for prescribed medications.
- _____ Explore options/costs for using phone service to and from your host country

1 week ahead

- _____ Make several photocopies of all important documents, tickets, travel passes (leave one copy with responsible family member and pack one copy separate from your carry-on items)
- _____ Prepare a small travel file to hold your important documents: passport, plane ticket, insurance, emergency contact numbers, medical records, directions for when you arrive in your host country, name and phone number of program coordinator
- _____ Make sure you know your airline luggage and carry-on restrictions
- _____ Look at local news online from your host country
<http://www.nettizen.com/newspaper/>
- _____ 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 can not – you have packed too much)
- _____ Re-confirm airline and arrival transportation arrangements
- _____ Compile a list of emergency, program and friend contacts (phone numbers, email, mailing address)
- _____ Check the local weather of your host city to make sure you dress appropriate for the weather
<http://www.accuweather.com/world-index.asp?partner=accuweather&traveler=0>
- _____ Register your travel plans with the U.S. State Department
<https://travelregistration.state.gov/ibrs/>

Departure Day

- _____ Make sure you have appropriately sized carry-on items, void of liquids and prohibited carry-on items
- _____ Carry-on necessities:
 - passport
 - airline ticket / e-ticket confirmation
 - emergency contact information
 - address and phone number for destination
 - prescription medication
 - one change of clothes
 - credit card
 - at least \$200 cash
- _____ Arrive at the airport at least TWO HOURS before your scheduled departure time