

9 – 12 MONTHS PRIOR TO DEPARTURE:

- ___ Explore program options
- location
 - duration
 - courses
 - cost

___ Meet with a Study Abroad Advisor or faculty member to discuss options and requirements

___ Meet with your academic advisor, financial aid, students returned from study abroad and your family

- ___ Apply to program(s). Once accepted, complete provider application
- request transcript
 - request disciplinary clearance

6 - 9 MONTHS PRIOR TO DEPARTURE:

___ Get transient approval form. **This form is available in the Office of Enrollment Services or download it from their website.**

___ Arrange 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 G.P.A. and eligibility status to study abroad

3 - 6 MONTHS PRIOR TO DEPARTURE:

___ Talk with your Physician about medical issues (CDC recommendations for immunizations, prescriptions, mental health, etc.) <http://wwwn.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 PRIOR TO DEPARTURE:

___ Review all Pre-Departure materials outlined in the Resource Guide

___ 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/>

1 WEEK PRIOR TO DEPARTURE:

___ 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 carry your luggage 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 with no more than one quart size zip-top bag with maximum of 3oz liquids inside and avoid 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
- US cash - consider taking \$200 in cash for & convert to destination country's currency

____ Arrive at the airport at least **THREE HOURS** before your scheduled departure time

Upon Arrival

____ Choose an appropriate mode of transportation to your host university or look for your prearranged transfer

Getting Ready to Return

____ Access WINS to register for classes for your return semester at West Liberty if you haven't already done so

____ Make arrangements to have your transcript forwarded to the Office of Enrollment Services at West Liberty

Upon Return

____ Stop by the Office of the Provost to share your experiences with the staff