

CHECKLIST FOR STUDY ABROAD

On Your Home Campus:

To do before applying to go abroad:

- ✓ Discuss study abroad plans with your Academic Advisor.
- ✓ Declare your major if you have not yet done so and map out how you will meet the requirements of your major by including studying abroad in your college plan.
- ✓ Discuss financial aid package with your Financial Aid Advisor and determine how much aid you will be able to apply to your study abroad program.
- ✓ Clear all registration holds and make sure all outstanding balances are paid.
- ✓ Turn in all required study abroad forms to the Clark Center for International Education by the appropriate deadlines.
- ✓ Arrange for course approvals with your department and Academic Advisor.
- ✓ Apply for a passport or passport renewal, if necessary. Check to ensure that the passport will be valid during the entire time you will be outside the U.S.

To do ASAP upon acceptance to your study abroad program:

- ✓ Make all flight arrangements. If you are required to travel on a group flight, be sure to call the group flight provider EARLY and reserve your seat!
- ✓ Collect documents required for your visa if your program mandates a visa. Obtain visa.
- ✓ If you are a non-US citizen, consult with your International Student Advisor regarding visa application instructions.
- ✓ Collect documents you are required to take with you (program acceptance letter, entry documents, etc.) and place together in a folder/file and keep in a safe spot.
- ✓ **Purchase international health insurance and repatriation and evacuation insurance for your time abroad. SUNY Cortland recommends HTH and Medex, respectively.**
- ✓ Apply for study abroad program housing by appointed deadlines and designate a housing-proxy to locate your housing on your home campus so you have a room to return to in the United States.
- ✓ Request that transcripts from your program be sent to the below address (do NOT send your study abroad transcript to your home university):

James M. Clark Center for International Education
Attention: Ann Marshall
Miller Building, Room B-16
P.O. Box 2000
Cortland, NY 13045

To do BEFORE completing your semester at your home campus prior to going abroad:

- ✓ Update your phone number and address on your school's online directory so you can be contacted while abroad.
- ✓ Terminate contracts with Residential Life or your off-campus housing provider. Make sure that the mailroom will forward your mail to your permanent home address.
- ✓ If someone other than your emergency contact on your application form will handle your affairs in your absence, leave that contact's name and address with the Clark Center for International Education.

- ✓ Make a list of important e-mail addresses, phone numbers, and web site addresses to bring with you abroad.

General Preparation:

- ✓ Plan your budget. Budget for an emergency fund to access in case you overspend while abroad (minimum \$250). Also, prepare to bring the recommended amount of money for start-up costs.
- ✓ Arrange to have \$100-\$200 in local currency to bring with you. Plan to bring appropriate credits cards and debit cards.
- ✓ Call your bank and give the dates you will be abroad so your bank knows you will be using your credit/debit card(s) overseas.
- ✓ Photocopy two sets of your credit card, debit card, passport, and all other important documents you will bring abroad. Leave one photocopy set with your parents and pack the second set APART from your actual cards, passport, etc. so if you lose one set, you will have the photocopy to rely on for bank codes, contact numbers, etc..
- ✓ Obtain rail passes, hostel cards, student discount cards (ISIC) etc., as needed.
- ✓ Arrange for power of attorney for the person handling your financial affairs in your absence.
- ✓ Arrange for an international calling card and set up a Skype account (www.skype.com)
- ✓ Inform yourself of health and safety issues in the country abroad and discuss them with your family.
- ✓ Arrange for absentee voting.
- ✓ Bring medication, prescriptions, saline solution, etc., for your entire duration away. Make sure you have a letter from your doctor for EACH prescription you will bring with you because customs agents at the airport may ask for this letter.
- ✓ Arrange for health insurance that will be valid in the U.S. throughout the duration of your stay. **Take Insurance Card.**
- ✓ Take several passport-size photographs with you.
- ✓ Have a physical, dental check-up, eye examination, etc. Make sure that you receive all appropriate inoculations.
- ✓ If you will be staying with a host family overseas, considering purchasing a small gift that represents your hometown. Host families really appreciate this gesture of kindness and they enjoy learning about your family back in the United States and where you are from.
- ✓ Check with your airline and determine the baggage restrictions so you do not over pack. Remember, you do NOT want to stand at the airline check-in counter, ready to depart, and be asked to unpack your bag until you meet the airline's baggage weight requirement. Additionally, be sure not to over pack so you are not charged overweight baggage fees which are often quite expensive!