

Study Abroad Checklist

This document will give you an outline of what to expect regarding your study abroad program for the next three semesters.

* indicates more information found on Maximizing the Study Abroad Experience Syllabus

Before the General Pre-Departure Meeting

- ❑ Return the enclosed forms to the Office of International Education by Friday, March 7th, 2008, unless otherwise indicated.
- ❑ Pay \$300 to the Cashier's Office (1st floor Waller) by March 7th, 2008.
- ❑ Mark your calendar for the:

MANDATORY Pre-Departure Meeting

Wednesday, March 12th, 2008 at 4:10pm in the Alumni Lounge.

- ❑ Choose a notebook to take notes at all meetings and to keep track of all study abroad materials.
- ❑ Read the Study Abroad Handbook.
- ❑ *Review the Syllabus for Maximizing the Study Abroad Experience (IDS 102X (.25))
- ❑ Apply for a passport **NOW** (during February 2008) if you do not have one. If you do have a passport make sure it is good for six months after your program finishes. To apply go to: <http://travel.state.gov/passport>
- ❑ Consider your personal health and safety needs when accepting a place in a program. Make available to our office and other sponsors pertinent, accurate, and complete physical and mental health information that may affect your time abroad.

Before your Site Specific Pre-Departure Meeting

- ❑ Mark your calendar for your MANDATORY Site Specific Pre-Departure Meeting, dates will be announced at General Pre-Departure Meeting.
- ❑ *Mark your calendar for the Language Learning Strategies session, if applicable.
- ❑ Research visa requirements for your host site. Although the OIE will provide some guidance, it is your responsibility to research and obtain a visa. You will need to turn your passport in to the visa agency, so you must already have a passport at this time. Visas are requested from the consulate of the country in which you will be studying. **Many consulates require that you appear in person to apply for your visa. (Typically this means traveling to San Francisco.) Visas can take up to three months to be processed. Plan ahead!**
- ❑ Do you need shots or a medical screening? Find out what sort of health precautions you should take while abroad. Look up your host site at www.cdc.gov.travel.
- ❑ Copy the front page of your passport and bring it to the site specific pre-departure meeting.

Before the end of the semester

- ❑ Complete all required pre-departure forms. Forms found online at www.willamette.edu/dept/oie/accepted **Forms due Friday, April 4th.**
- ❑ Complete any other applications or forms provided by The Office of International Education and/or your program provider.
- ❑ Make sure that your health insurance will cover you while you are abroad. If your health insurance will not cover you, you will need to find a plan that will. The Willamette University Student Health Plan covers you while abroad. (See “Health Insurance Information” form for more details)
- ❑ Be sure to notify the WU Mail Center that you will be going abroad. They will need to know how long you will be gone and where you want your mail forwarded. They are unable to forward mail outside of the U.S.
- ❑ Discuss your proposed study-abroad-class-schedule and your proposed returning-to-Willamette-schedule with your academic advisor.
- ❑ Inform parents, guardians, and loved-ones about your program and your plans regarding study abroad.
- ❑ *Complete the *preparing to study abroad assignment* by the due date noted in your syllabus.

Before you leave the country

- ❑ Send the Office of International Education a copy of your flight itinerary.
- ❑ Read and carefully consider all materials issued or recommended by the program that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country.
- ❑ Provide your parents, or anyone else who needs to know, with emergency contact information.
- ❑ Make copies of all relevant information, especially your passport and visa. Leave one set of copies in the U.S. and take one set with you.

During your semester abroad

- ❑ Immediately send your contact information to your parents, family and friends.
- ❑ Double check that you are getting the credits you need while abroad.
- ❑ *Complete the *while abroad assignment* by the due date.
- ❑ Accept the consequences of your own decisions and actions.

Before returning from abroad

- ❑ *Complete the *returning from study abroad assignment* by the due date noted in your syllabus.
- ❑ * Complete the Study Abroad Evaluation by the due date noted in your syllabus.
- ❑

When returning to Willamette University

- ❑ * Participate in one Re-entry activity by the due date noted in your syllabus
- ❑ Let Stacy West (swest@willamette.edu) know if you are interested in helping students prepare to study abroad.