

# Study Abroad Checklist

Use this document to keep track of all of the “To Dos” associated with your study abroad program. All items are required and all meetings mandatory unless otherwise indicated by the phrase “if applicable.”

**A star (\*)** indicates more information found in IDS 102X Maximizing the Study Abroad Experience Syllabus

## As soon as possible!

- Turn in the *Accept/Decline Form* to the OIE by **March 1<sup>st</sup>, 2011**.
- 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.
- Pay \$300 to the Cashier's Office (1<sup>st</sup> floor Waller) by **March 1<sup>st</sup>, 2011**.
- Mark your calendar for the:

### General Pre-Departure Meeting

**Wednesday, September 21, 2011 at 4:05pm in the Montag Den.**

- Read chapters 1 through 6 in the Study Abroad Handbook.
- Re-read your Program Page on the OIE website, note the Pre-Departure Resources section.
- \*Review the Syllabus for IDS 102X (.25) Maximizing the Study Abroad Experience in the Study Abroad Handbook.
- \*Find the IDS 102X course on WISE (see WISE instructions on the syllabus.)
- Apply for or renew your passport **NOW** (during February 2011) if you do not have one. If you do have a passport make sure it is good for six months after your program finishes. For passport information see the chapter on definitions of study abroad terms in your Study Abroad Handbook. Make sure you have completed the signature line in your passport.

## Before your Site Specific Pre-Departure Meeting during fall semester

- Submit *Permission to Send Informational Materials* form to OIE by **Fri. Sept 30<sup>th</sup>, 2011**.
- \*Sign up for one Health and Safety Meeting – use the IDS 102X WISE site to find available dates, times and locations. Meetings start in last week of September.
- \*If applicable, sign up for one Language Immersion Training session use the IDS 102X WISE site to find available dates, times and locations. Meetings start in last week of September.
- \*Mark your calendar for your Site Specific Pre-Departure Meeting(s). Dates can be found on the IDS 102X WISE site. Meetings start in early October.
- \*Mark your calendar for the Iceberg 101: Intercultural Preparation Seminar – use the IDS 102X WISE site to find available dates, times and locations. Meetings start in late October.
- Make **THREE** photocopies of the front page (the page with your picture) of your passport. Bring **ONE** copy to the site specific pre-departure meeting to turn in, leave **ONE** copy in the U.S. with someone for safekeeping, carry **ONE** copy with you abroad- separate from your passport.
- Read the rest of your Study Abroad Handbook.
- Look up your host country at [www.cdc.gov/travel](http://www.cdc.gov/travel).
- Complete the following pre-departure forms by **Wed. October 12<sup>th</sup>, 2011**. (Forms will be handed out at the General Pre Departure Meeting and can be found online at [willamette.edu/dept/oie/accepted](http://willamette.edu/dept/oie/accepted)):
  - Health Information – Student Self-Assessment
  - Health Insurance Information
  - Authorization and Release Agreement/ Standards of Conduct Agreement
  - Emergency Contact Information
  - Student Accounts Office – Release (This form goes **DIRECTLY** to the Student Accounts Office in Waller Hall – not to the Office of International Education.)

**CONTINUED ON BACK**

- ❑ Complete the “How do I get a Visa?” handout in your Study Abroad Handbook.
- ❑ Research visa requirements for your host site. Although the OIE will provide guidance, it is your responsibility to research and obtain a visa.
- ❑ Do you need immunizations or a medical screening? Find out what sort of health precautions you should take while abroad.

**Before the end of the fall semester**

- ❑ Discuss your proposed study abroad class schedule and your proposed returning-to-Willamette-schedule with your academic advisor.
- ❑ Complete the Credit Conversion/Equivalency Form. You will receive this form at your Site Specific Pre-Departure Meeting.
- ❑ Complete any other applications or forms provided by The Office of International Education and/or your program provider.
- ❑ Make sure that you understand exactly how your health insurance covers you while abroad and how to make a claim. See the chapter on Staying Healthy Abroad in the Study Abroad Handbook for more guidance on health insurance abroad.
- ❑ \*Complete the *preparing to study abroad assignment* by the due date noted in your syllabus.
- ❑ 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 United States.
- ❑ If you live on campus, make sure to correctly check out of your housing and inform Residential Services that you will not be on campus next semester – this will not happen automatically.
- ❑ Inform parents, guardians, and loved-ones about your program and your plans regarding study abroad including cost information, pre-departure tasks, intercultural training, etc.

**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 and/or anyone else who needs to know, with emergency contact information.
- ❑ Make two (2) copies of all relevant information, especially your passport/visa. Leave one set of copies in the U.S. and take one set with you.
- ❑ Fill out the “Important Contact Numbers” section on the last page of your Study Abroad Handbook.

**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 the Office of International Education (oieadvising@willamette.edu) know if you are interested in helping students prepare to study abroad.