

STUDY ABROAD PRE-DEPARTURE CHECKLIST

The following document acts as a quick checklist for your study abroad program. Completing these steps between orientation and departure is essential to your success on your study abroad program. This is **NOT** something that you can accomplish in a week. Please pay attention to deadlines which coincide with your departure date. It is **ESSENTIAL** that you read and pay careful attention to **ALL** communications from CGE & your faculty director.

Paperwork & Forms

- I have read my pre-departure packet from CGE thoroughly.
- I have read all emails from CGE and my faculty director.
- I have attended all orientation sessions with CGE and my faculty director.
- I have uploaded my passport information to the CSBSJU-Global Portal (ViaTRM).
- I have completed all steps to apply for my visa (if applicable - **see visa packet for details and timeline**).
- I have completed the specific paperwork necessary for my program (**see emails from CGE for timeline**).

Academic Preparation

- I have met with an Academic and/or Faculty Advisor to map out classes for the semester after I study abroad. We also discussed my larger 4-year plan. (I am aware that while I am abroad, I will register for these courses on Banner).
- I have verified that I have met all course pre-requisites and have removed any holds which might prevent me from registering while abroad.
- I have registered (on Banner) for the appropriate number of credits for my semester abroad. (**See acceptance letter for course listings and requirements.**)
- I have registered (on Banner) for all required courses during my study abroad program, including the Study Abroad Seminar. (**See acceptance letter for course requirements.**)
- I have completed the *Course Approval for Classes Taken on a CSB/SJU Sponsored Study Abroad Program* Form and uploaded this form to the CSBSJU-Global Portal (ViaTRM). (**applicable to Australia, Cork, Dublin, Germany, London**)
- I have made arrangements with CGE and my faculty director for any academic and/or physical accommodations I might need while abroad.

Travel Provisions

- I have purchased my international, round-trip airfare and have uploaded my flight information to the CSBSJU-Global Portal (ViaTRM).
- I have researched and read about my host country's culture, current events, and history.
- I have purchased/downloaded a travel and/or culture guides for my destination(s). I have also considered a phrase book or google translate app, if the host country's official language is not English.

Health & Safety Precautions

- I have completed the Health Form for Study Abroad found in the CSBSJU-Global Portal (ViaTRM)
- I have made arrangements for a Pre-Travel Health Consultation (with the CSB Health Center, SJU CentraCare Clinic, or your private medical provider).
- I have contacted CISI Insurance to help me implement the health plan I discussed with my health practitioner (i.e. finding counseling services, understanding what precautions I need to take for my allergies, or making arrangements to help control my diabetes).
- I have ensured that my U.S. health coverage will remain active while I am abroad.
- I have checked with my family's homeowner's or renter's insurance to learn if theft/loss abroad will be

covered under their policy.

- I have reviewed the Center for Disease Control's website (www.cdc.gov) for general health information and issues specific to my destination(s).
- I have made a plan with my medical provider to have adequate supplies of all prescription medications while abroad. They have also provided me with a letter explaining any medications I am carrying for use at Customs & Immigration.
- I have registered any pre- or post-travel with the Smart Traveler Enrollment Program (STEP) through the US Department of State. (<https://step.state.gov/>)
- I have photocopied the photo page of my passport and any visas to bring with me while abroad. I have left a copy with my family at home.

Financial Grounding

- I have completed all necessary Financial Aid documents. (Including scholarship/loan applications, the FAFSA form, and the CSB/SJU Financial Aid Application.)
- I have alerted my bank that I will be traveling outside of the US from _____ to _____ so that my cards will not be deactivated.
- I have contacted my bank to check on currency conversion and/or international withdrawal fees. I am also aware of any daily limits associated with my card(s).
- I have made a copy of my bank cards (front & back to include important phone numbers.) I will pack one copy with me and leave a copy for my family.
- If I intend to work on campus when I return, I have signed up for student employment using the *Notification of Hiring Form* from the Student Employment Office.
- If I intend to find a summer internship, I have connected with XPD (Experience and Professional Development) regarding my resume prep, internship fairs, and general guidance.
- I have made a budget for my personal/recreational expenses while abroad.

Housing Arrangements

- I understand that I need to make my own arrangements for housing upon my return to campus.
- I have followed the directions in any emails from the CSB Residential Life/SJU Housing offices. Only students who have already obtained a release to live off campus in the off-campus selection process will be permitted to live off campus. All other students will be required to live on campus upon their return to campus.

Communication Planning

- I have obtained a working cell phone abroad by adding on to my current cell phone plan, downloading various apps, purchasing a SIM card, or adding additional data.
- I have developed my communication plan and have discussed this plan with family and friends. Together, we have set realistic expectations of how often we will communicate.
- I have shared my contact information abroad with family, friends, and uploaded any updated contact information in the CSBSJU-Global Portal (ViaTRM).

Putting it all Together

- I have packed my CSB/SJU Student ID and driver's license to use as a second form of identification.
- I have packed towels, sheets, and other required items as needed for my program or will buy them when I arrive.
- I have packed light (taking ½ of what I think I need!), using recommendations from Ambassadors, my Faculty Director, and CGE.
- I have packed essential documents and medications in my **carry-on luggage**.
- I am excited to begin this adventure and I am ready to go, with my **passport in hand!**
- I have thanked those who have helped to make this experience possible.