

Pre-Departure Check List

Immediately upon Approval for Lander Study Abroad

These are the tasks you will need to address as soon as you are approved for study abroad.

- Log into your Lander-Via TRM portal account, review all materials, and complete any required elements.
- Verify that your passport is valid for six months beyond the date you will return to the US. Apply to renew your passport immediately if your current passport expires prior to that date at <https://travel.state.gov/content/travel/en/passports/have-passport/renew.html>
- You may need to initiate the process for obtaining a student visa for your country. The Director of Study Abroad will be happy to assist you with this process.
- Review the Centers for Disease Control and Prevention (CDC) information on travel health, including requirements for your host country at <https://wwwnc.cdc.gov/travel/destinations/list>
- Schedule any necessary medical and dental appointments, taking into consideration any recommended vaccinations for your program's region(s).
- Complete the Transfer of International Credit forms for your chosen classes.
- Make all necessary arrangements for housing at Lander upon return.
- Prepare yourself by researching your host communities
- Attend all mandatory orientation(s) and any other program meetings or events.
- Develop a budget.
- Contact Lander's Disability Services for any necessary accommodations.
- Begin researching flights and planning your travel. The Director of Study Abroad will be happy to assist you with this process.
- Purchase emergency health and travel insurance from CISI. While the CISI Basic Plan is good, Lander strongly recommends the Upgraded Comprehensive Plan, which includes additional coverage for damage or theft of personal effects, trip interruption, and security evacuation.
- Share program information with your family.
- Plan how you will handle money and contact your bank to discuss your options. Does your bank have an international option? Do you need to order a backup emergency credit card?

One Month Prior to Departure

- Upload a copy of your passport photo page to your Lander-Via TRM account.
- Upload a copy of your CISI insurance information to your Lander-Via TRM account.
- Fill all necessary prescriptions for the time you will be away.
- Confirm that you are familiar with your bank's international policies.
- Make an electronic copy of your credit and debit card numbers, and the international telephone numbers to call for each one in case they are lost or stolen.

- Purchase several hundred dollars worth of foreign currency. Normally you will obtain currency from an ATM using your bank card, but it is a good idea to arrive overseas carrying enough money to get through the first few days ... just in case you lose your bank card, it does not work, or the ATM eats it.
- Familiarize yourself with the power of attorney and voting while abroad, if applicable.
- Create a packing list.

One Week Prior to Departure

- Begin packing.
- Register with the US Department of State Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> to receive safety and security information, and to help the US Embassy find you in an emergency.
- Reconfirm your flight(s) to your destination.
- Make paper copies of the following documents; then place one set in your carry-on luggage and leave a second set at home with your family. In addition to making paper copies, scan electronic copies and save them on your laptop and in the Cloud for easy access anywhere. Copies should include the following documents:
 - Passport and visa
 - Acceptance letters from your host institution
 - Financial support letter from Lander
 - Airline tickets
 - Credit/Debit card(s)
 - Your Lander ID card
 - CISI insurance information/card
 - Any prescriptions or doctor's notes from your physician
- Contact your credit card company and bank to inform them of the exact dates of your international travel.
- Back-up all your data from your computer, phone, etc in case it crashes or is lost or stolen.
- Make a list of all contact information for your host community and Lander. Carry a copy with you and leave one with your family.
- Write a program dates and travel plan and a communication plan to leave with your family.
- Inform family/friends of important program dates.
- Stay rested and hydrated in the days before your departure.

Day of Departure

- Review this entire checklist.
- Review your arrival plan with your family.
- Finish packing your carry-on bag.
- Carry an empty water bottle that you can fill at the airport after clearing security. It is important to stay hydrated during your flights.

- Confirm that you have your passport and visa/entry documents for international flights, plane tickets, and contact information for your program abroad, easily accessible in your carry-on bag.
- If your initial flight is an international flight, arrive at the airport three to four hours prior to departure. If your initial flight is to another airport in the US, arrive at the airport at least two hours prior to departure.

Upon Arrival at Your Study Abroad Site

- Check in at your host institution according to the instructions provided by the program.
- Contact your family back home as soon as possible and let them know you have arrived safely.
- If traveling to a different time zone, do your best to stay awake during arrival day and then go to bed at the appropriate local time. This will help you accustom yourself to the local schedule more quickly and minimize the effects of jetlag.
- Stay hydrated following your flight(s).
- Be prepared to experience culture shock as you adjust to your new surroundings.