
Checklist to Prepare for Study Abroad

Evergreen Requirements

1. **All Students:** Evergreen requires the following:

- a. Form: **Evergreen Enrollment Agreement and Travel Waiver**
- b. Form: **Evergreen Student Health Review Form**
- c. Document: **Proof of Medical Insurance** while studying abroad; attach copy to waiver.
- d. Document: US State Department **Country Information Pages** for your destinations.
www.travel.state.gov/content/passports/english/country.html. Read and review this document prior to the meeting. Be prepared to discuss it in your pre-departure meeting and the meeting with the Dean.
- e. Meeting: Attend a **Pre-departure Orientation Workshop** www.evergreen.edu/studyabroad/workshops

Contract Students must also:

- f. Form: Complete the **online contract process**, including all necessary documents and signatures: if applicable, Human Subjects Review, Facilities and Resource Clearance, or Subcontractor Approval; and if an internship, Field Supervisor Approval.
- g. Meeting: Arrange a meeting with the **Dean of International Studies** for contract and waiver review and final approval. The Dean will collect the required Travel Waiver, Country Information Pages, and Health Review Form. Contact the Dean's office at 360-867-6810, deans@evergreen.edu, or in Library 2002.

Faculty-Led Academic Program students must also:

- h. Form: Complete all **internal program documents** as needed, including **program covenants**.
- i. Meeting: Attend all **internal pre-departure meetings** as required.

Consortium Program students must also:

- j. Form: Complete the **Evergreen Preliminary Application for Consortium Study Abroad**
- k. Form: Complete the **Evergreen Cost of Enrollment & Terms and Conditions Agreement**
- l. Fee: Pay a **\$400 Consortium Concurrent Enrollment Fee** to Evergreen for each consortium term. This will be charged to your student account automatically upon registration.

Exchange Program students must also:

- m. Form: Complete the **Application for Evergreen Exchange Programs** in order to be considered.
- n. Form: Selected students complete specific **Exchange University Forms** required for internal processes.

2. **Final Registration** for your mode of study abroad:

- o. **Contract students:** After your final meeting with the Dean, you must log into your contract account and ACCEPT all conditions listed. Your contract will then move to Registering Mode.
- p. **Academic Program students** are already registered in their program.
- q. **Consortium students** must submit completed materials to the Coordinator of International Programs before a CRN is provided for registration.
- r. **Exchange Students** – Some will use the contract registration process, while others will register with a CRN. Check with the International Programs office regarding your specific exchange program.

3. **FERPA Release Form: (OPTIONAL)** If you complete this, it will allow Evergreen offices to discuss your study plans with designated family or friends. Otherwise, Evergreen will not discuss your educational matters with outside callers. This form is located in your my.evergreen account, and must be turned in to Admissions. You can cancel this release at any time.

Planning

1. Study abroad happens through Evergreen **academic programs, individual learning and internship contracts, exchange programs, and approved partnering consortium programs**. Under certain conditions, students may also take a **leave of absence** from Evergreen and enroll independently in non-consortium, credit-bearing programs.
2. Consider opportunities for study abroad by using these **resources**:
www.evergreen.edu/studyabroad www.iiepassport.org
www.goabroad.com www.transitionsabroad.com
www.studyabroad.com www.diversityabroad.com
www.gooverseas.com www.idealists.org
3. **Sustainable Travel**: Many of us want to plan our travels with the lightest carbon footprint possible on the planet. There are many great ideas and organizations to support sustainability. Check out ideas and resources for this at <http://www.transitionsabroad.com/listings/travel/responsible/resources.shtml>
4. Discuss your specific **study abroad plans** with the Coordinator of International Programs to understand the overall process, limitations, and financial aid options. Study abroad options, workshop, drop-in and appointment info is available at www.evergreen.edu/studyabroad. Realistically assess your plans in regard to **health matters, disabilities, and financial resources**. Enroll in **language study classes** as appropriate. **TIMELINE: 8-12 months in advance.**
5. Ensure that your destination country is not on the U.S. State Department **Travel Warning List**. With limited exceptions, study abroad is **NOT** approved in countries on the list. Consult with the Academic Dean of International Study. http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
TIMELINE: Check periodically; countries are added and dropped.
6. Complete any required **application paperwork** and pay related **fees and deposits** by the stated deadlines.
TIMELINE: Varies. Application deadlines for academic study are often 6-9 months in advance. Language programs often remain open until filled.
7. Attend all required **pre-departure meetings** connected to your study abroad program.

Travel Documents and Arrangements

1. Make sure you have a valid **passport**. Existing passports must be valid 6 months beyond your expected departure from the destination country. You can get passport photos on campus at **Photoland**, at the US Post Office on Jefferson St., local drugstores, UPS Stores, and many other places. Start the application process and see fees online at www.travel.state.gov/passport. Turn in your application packet to the US Post Office at 900 Jefferson St, Olympia.
TIMELINE: 3-6 months in advance to avoid last-minute fees for an expedited process.
2. Determine the kind of **entry visa** you will need for the country you are visiting. Either you will apply for and receive it before you leave, obtain it at the destination airport upon arrival, or you may not need one at all. However, in all cases there are limits on how long you can stay in the country. Check entry/exit requirements at the U.S. State Department's Country Information Pages, where you can also find links to embassy sites. For some countries, negative HIV tests or background checks are required as part of visa applications. Students planning to study in **Europe** must be aware of the limitations imposed by the **Schengen Agreement**. Non-US citizens should consult with an advisor about their travel plans. **TIMELINE: Check the rules 6 months in advance. Apply for visas 4-6 weeks before your flight out, or per embassy rules.**
3. Research **air ticket** costs. Use sites like www.kayak.com, www.studentuniverse.com, www.momondo.com, www.skyscanner.com, www.adioso.com, or others to compare prices. Then check the airlines sites directly since they sometimes have even cheaper offers. Airlines often set new sale prices on Tue-Wed-Thu each week. Note: You usually cannot book return dates if more than one year out. Consider purchasing **trip cancelation insurance**, www.travelguard.com or others, and/or tickets that allow changes. This is also a good time to research **Rail Pass** programs at www.railpass.com. **TIMELINE: 2 weeks to 4 months in advance. Prices go up significantly if buying less than 14 days before departure.**

Financial Planning

1. Be clear on the costs of your study abroad plans. **Use the Budgeting Form** to account for Evergreen tuition and fees, outside provider tuition and fees, housing costs, meals, travel costs, books and materials, passports and visas, medical exams and immunizations, required insurance, museum admissions fees, and so on.
2. Your **Financial Aid Package** may be re-evaluated to account for the extra costs of study abroad, and often results in additional loan monies being available. You must submit the **Additional Academic Expenses Form** along with a cover letter explaining your revised budget and documentation of major costs. **TIMELINE: Apply 6-8 weeks before the quarter you plan to study abroad.**
3. Explore **scholarship options** well in advance. If you receive the Pell Grant, apply for the Gilman Scholarship: www.iie.org/gilman. You can explore other options at www.studyabroadfunding.org or on the Evergreen study abroad site. **TIMELINE: Deadlines are usually March 1 for fall study and October 1 for winter/spring study.**
4. **Fundraising Websites:** Check out www.gofundme.com, www.life.indiegogo.com, www.youcaring.com, or similar websites to set up individual systems for raising funds for your plan.
5. **Students who are Veterans:** Unfortunately, your VA college benefits are capped based on standard expenses at Evergreen, so additional VA monies are not available for the purpose of study abroad. There may be other options such as Financial Aid loans or other scholarships to support your study abroad plans.

Housing and Homestays

A lot of housing arrangements are taken care of by the program, language school, or organization that you are connecting with overseas. In other cases you must make your own housing plans for part or all of your time overseas. Here are some tips and resources:

1. **Study abroad search sites almost always have an Accommodations link.** Make good use of these: www.transitionsabroad.com, www.goabroad.com, www.studyabroad.com, www.iiepassport.org and others.
2. **Plan in advance if you will use hostels or B&B's**, and acquire youth hostel cards as needed. www.bootsnall.com, www.hihostels.com, www.hostels.com, www.hostelworld.com, en.wikipedia.org/wiki/Hostel
3. **More of a business professional focus**, but lots of useful info at www.escapeartist.com
4. **Consider, with caution, home hospitality options.** www.airbnb.com, www.wimdu.com, www.couchsurfing.org, www.hospitalityclub.org.
5. Use embassy websites to connect to **tourism-related accommodation options**.
6. **Camping?** www.itravelnet.com/directories/camping.html, www.camptheworld.com.
7. In any kind of Personal Preference Housing Forms you are given, **identify the most important factors to you in your housing or roommate preferences**. Be willing to be flexible in some areas, but be honest and straightforward about other critical needs.
8. **Students with mobility concerns** should inform providers of their specific needs, such as ground floor housing, proximity to school or services, wheelchair access, etc. Consult with Access Services at Evergreen, at 360-897-6348, LIB 2153, www.evergreen.edu/access. Also check resources offered by Mobility International, whose mission is to support students with disabilities who want to study abroad. www.miusa.org.
9. **LGBT students** may want to inquire about **LGBT-friendly homestays or housing** options with providers.
10. If you have a roommate, talk early and often about needs and boundaries. **Learning to live amiably with a new roommate** is part of the overall experience.

TIMELINE: 3-6 months in advance for good housing planning.

Travel Health and Insurance

1. Completing an **Evergreen Student Health Review** form is part of the required preparation process.
2. Students are **required to have proof of medical insurance while studying abroad**. A good site for understanding the big picture on insurance overseas is here: <http://www.transitionsabroad.com/listings/living/resources/healthandsafety.shtml>
TIMELINE: 3-4 weeks before departure.

Options include, but aren't limited to:

- a. **Low-Cost Options:** (Understand that *inexpensive* means basic coverage and other limitations or restrictions.)
 1. **ISIC card:** \$25 for one year of travel accident and illness coverage. <https://www.myisic.com/isic-card/> Cheap, easy, decent but limited coverage. Includes emergency evacuation coverage. If you have other insurance, ISIC is secondary and supplemental. Often provides student discounts when overseas. Comes with a Mastercard logo so you can add money and use it as a declining balance card/debit card.
 2. **i-Next:** available at <https://www.inext.com/plans/> Supplemental and broader plans begin at \$39. Up to \$300,000 for medical evacuation.
 - b. **Study Abroad Medical Plans:** Many companies sell medical insurance. Prices vary according to time overseas. Good plans, tailored to study abroad needs, usually include emergency evacuation coverage and other useful benefits not available through the basic coverage. Look into www.worldnomads.com, www.healthisinternational.com, and www.asaincor.com.
 - c. **Existing Medical Insurance:** If you are already covered by insurance, verify that you will be covered while overseas and how the process works. If you have WA Apple Health, you are **not covered** outside the U.S. Domestic plans often do **not include** emergency evacuation from other countries, and you must often pay up front first and be reimbursed later. Carry a reproducible claim form from your provider in order to obtain doctor's signatures, usually required for reimbursement.
 - d. **Consortium Programs:** Some consortium programs, but not all, include insurance coverage as part of your program costs. Check the details with your program. Print out written evidence.
3. Determine well in advance if you need **immunizations**. For safety purposes you may need to get updates on standard immunizations in the US, or get recommended and/or required immunizations for your destination. For entry to other countries, you may need to show **proof of immunization** for certain serious diseases, such as yellow fever. Check the CDC website: wwwn.cdc.gov/travel, for your destination and travel regions. As a student, you can get most of your travel immunizations through the campus **Health Center** at reasonable cost, but you must plan ahead of time. **TIMELINE: 4 months in advance.**
 4. Have **medical, dental and optical exams** as needed prior to leaving the country. Discuss any needed **prescriptions** for while you are abroad, making sure to inquire about a back-up supply. If taking paper prescriptions, ask your doctor to use generic names for medications, not brand names. **TIMELINE: 2-3 months before departure.**
 5. **HIV-positive status:** Understand that certain countries require HIV-negative test results in order to get a visa, or have restrictions on entry, and that treatment and access to needed services may be limited or non-existent. Refer to this site for more information: **The Body: Traveling When You're HIV Positive:** www.thebody.com/index/treat/oi_prev_travel.html?sa.
 6. **Mental Health Issues:** **Consult with your doctor or counselor** or the Evergreen Counseling Center about study abroad plans, including discussion of **prescription medications** you plan to take with you. Acknowledge that **studying outside the US will increase stress**, not decrease it. Counseling and drug **therapy are often not available**. Program leaders cannot substitute as mental health counselors. Students planning to study abroad may be required to discuss a Management Plan for good mental health with an Evergreen Health and Counseling Center staff member.
 7. **Disabilities:** Students with disabilities are highly encouraged to pursue study abroad opportunities. However, while Evergreen makes every reasonable effort to accommodate students with disabilities in domestic settings, it cannot assure accommodations within other countries. Certain study abroad situations may be extremely challenging for students with a given disability. Consult early with Evergreen Access Services (www.evergreen.edu/access), the International Office, your faculty, and

external program providers. Students should also check out Mobility International at www.miusa.org, an organization dedicated to supporting students with disabilities in successful study abroad planning. www.sath.org, flyingwheelstravel.com.

8. **Take responsibility for your physical and psychological health needs while abroad.** You know your health situation best and need to assess your needs honestly, including whether you should study abroad or not at this time. **Research** how to meet those needs in an unfamiliar foreign setting by consulting with your doctor, the Health Center, the Counseling Center, the International Office, the Access Services Office, public health departments, the Center for Disease Control, the State Department Travel site, and other resources.

Final Stretch Details

During the final **4 weeks before departure**:

Documents

1. Make **3 copies** of all important documents. Leave one at home; put others in various places in your luggage. We highly recommend that you **scan your documents** and send them as attachments to your own and your parents' e-mail accounts for safe electronic keeping. Include scan of passports, visas, immunization records, insurance cards, air tickets, travel itinerary, etc. Consider the need for a **certified copy of your passport** if going to countries where hotels are supposed to collect passports from guests. A certified copy may be acceptable.
2. Register your plans with the U.S. State Department **Smart Traveler Program** at: step.state.gov and receive regular advisory updates.
3. Gather together any **health insurance, travel accident and illness insurance, trip cancellation insurance cards and other documents** you may need. Bring paper or electronic **insurance claim forms** with you. You often need to get doctor signatures to file claims. In some cases, you may need copies of **police reports** in order to file claims.

Money

4. If on financial aid, you can request a **Short Term Loan 21 days before the quarter starts** to buy tickets and other things, if needed: www.evergreen.edu/financialaid/shorttermloans.htm.
5. **Notify your bank** of your travel plans to avoid holds being placed on your account out of suspicion of fraudulent use of cards overseas. (If you are making larger-than-usual charges before you depart to purchase plane and train tickets etc., notify your bank earlier.) Make sure you can access ATMs overseas and understand what the fees are. **Ask your bank if they will waive any overseas fees** for your card. (Note: Charles Schwab has no ATM fees worldwide; also look into the Global ATM Alliance: en.wikipedia.org/wiki/Global_ATM_Alliance.) Review any needed PIN numbers. Have a plan for emergency cash or credit card use in case you need to quickly depart your destination unexpectedly.
6. Make a plan for **carrying money**. Purchase money belts or other security systems for valuables. Have separate locations for money on your person. Sew hidden pockets in clothing. Wear light pocketed shorts under heavier clothing. Some people prepare a **"mugger's wallet"** with a bit of real cash and phony cards.
7. Obtain about **\$100 in the local currency** to be prepared in case of a late night arrival. Check out currency exchange rates at www.x-rates.com and familiarize yourself with local bills and coins.
8. Consider your need for **declining balance cards** as an option. Look into **Travelers Checks**, though they are much less popular these days. Learn about **wiring money** through www.moneygram.com or www.westernunion.com.

Travel

9. **Purchase air tickets and rail passes** at least 14 days before your departure date to get better prices.
10. Make final arrangements for **accommodations overseas** as needed, especially for your **first night** of arrival.
11. Assess your **packing list** according to needs, weather, local dress customs, health, etc. Plan your **luggage or backpack needs**, keeping domestic and **international airline limits** in mind. Travel as lightly as you can, but take what you need. Load and practice carrying your luggage for a reality check!

12. Look into obtaining an **International Driver's License** at www.aaa.com/vacation/idpf.html.
13. Assess **communication needs**. Set up free online video calling, such as Skype, FaceTime, Google Video, Facebook Video Calling, etc., to communicate with people back home. Once you arrive at your destination, you may choose to purchase a prepaid phone for making local calls. Or you can look into purchasing an international phone plan or international calling card to use with your existing cell phone. Look into how to dial internationally at www.howtocallabroad.com. Take a paper copy of **emergency contacts** with you.
14. Research electrical current and purchase plug adapters and converters as needed: check your devices to see if they will work with either 110 (US) or 220 (many other countries) current. Research plug/outlet and voltage in your destination country at these three useful links:
www.worldstandards.eu/electricity/plugs-and-sockets
www.rei.com/learn/expert-advice/world-electricity-guide.html

Health

15. The Evergreen Student Health Center has **Travel Medical Kits** for sale. Consider assembling your own **personal medication kit** to include at least some of the following:

prescription medicines	band aids	water purification tablets
back-up prescription medicines	rubbing alcohol	antihistamines
contraceptives/condoms	sunscreen/aloe gel	salt tablets
menstrual supplies	anti-diarrhea meds	malaria meds
insect repellent	anti-nausea meds	pain meds: Aspirin, Ibuprofen
gauze and tape	hand sanitizer	dental supplies
anti-bacterial ointment	skin moisturizer	tweezers & safety pins
allergy meds	anti-fungal meds	motion sickness meds
vitamins & herbal meds	tissue packs	acetaminophen/Tylenol
vitamin drink mixes (Airborne)	eye drops	picture of your Mom...



16. **Prescriptions:** Keep them in original bottles.
 Request them by generic prescription name, not by brand name.
 Request an emergency back-up supply for critical meds in the event of loss or theft.
 Do not plan on "thinning" your meds. Take an adequate supply and follow your doctor's advice.
 Do not plan on borrowing or lending prescription meds with other students.
 Some countries are stricter. Check if your meds are restricted or need customs pre-approval.
 Some countries are more liberal. Restricted items in the US may be available from an overseas pharmacist.
17. **Pre-existing Conditions:** Obtain a Medic Alert identifier at www.medicalert.org.
Disability: Consult with Evergreen Access Services, your faculty, or the International Programs Office with regard to any disabilities that may need accommodation. Mobility International www.miusa.org is a non-profit site whose mission is to assist students with disabilities to study abroad.
World Wide Medical Resources: Join IAMAT (free or by donation) International Association for Medical Assistance to Travelers at www.iamat.org. IAMAT membership provides access to an international network of doctors fluent in English, and care or consultation is priced at a set fee. IAMAT membership is NOT health insurance.
18. **Travel Diseases and Immunizations:** Learn all about what they are and how to protect yourself at this **U.S. Center for Disease Control Travelers Health** site: wwwnc.cdc.gov/travel. The **Evergreen Student Health Center** provides fee-based travel consultation services and immunizations during the academic year; contact at 360-867-6800, located in Seminar I 2110.

Evergreen

19. Request a **waiver of Health Center, Transit and WashPIRG fees** for any entire quarter you will not be on campus. Submit a letter of explanation to the Enrollment Services Office, next to Financial Aid, Library 1245. This can save you about \$139 or more per quarter.
20. If you live on campus, contact the **Residential and Dining Services Office** to inform them of your plans and seek a release from dormitory contracts.
21. Regularly review your **my.evergreen.edu account**. Make sure mailing and e-mail addresses are accurate. Check to see if you have any “holds” on your account which will prevent you from registering for future classes. Check your Evergreen e-mail account regularly for important messages from the college.
22. Take care of any **final administrative needs**: pre-departure meetings, travel waivers, health forms, consortium enrollment forms, financial aid steps, FERPA releases, student account bills, etc.
23. Make sure you are **properly registered** for your mode of study abroad: program, contract or consortium.
24. Will you **graduate from Evergreen while away** or when you return? Here’s the procedure: www.evergreen.edu/graduation/graduation-process.htm.
25. Will you need to **register for an upcoming quarter while away**? Make sure you know your registration date and time, and calculate what date and time that converts to in your destination. If needed, provide a family member with your my.evergreen log-in information and the CRNs for the programs and courses you want to register for.
26. If you are travelling during Spring quarter, make sure to submit your annual Academic Statement draft by Thursday of Week 7 or earlier to avoid getting a hold on your account.

Being Away from the US

27. Determine your need for a **Limited Power of Attorney**. While away, you may need to assign a parent or other representative to sign legal documents or certain Alternative Loan checks on your behalf. The longer you are away, the more this is advisable. The UW Gallagher Law Library offers information at www.washingtonlawhelp.org/resource/questions-and-answers-on-powers-of-attorney.
28. **Register to vote absentee** if you’ll be abroad during elections at www.fvap.gov.
29. Plan for any **tax filing obligations** you may have for federal and state taxes.
30. Plan for any **FAFSA applications** you need to submit in January or February.
31. Set up automatic electronic **bill payment** for rent, utilities, etc., or authorize someone to pay your bills for you.

Being Culturally Attuned and Informed

32. Assess need for **small gifts** to share with host families, children, or friends.
33. **Pack a guide book** for your destinations, such as *Rough Guides*, *Let’s Go*, or *Lonely Planet*. Also, plan for any **language resources** you will need: dictionaries, books, translators, etc. Research **smartphone travel apps** (for example, Pocket Earth allows you to access maps and GPS offline for a small one-time fee).
34. **Inform yourself** as thoroughly as you can about your destination countries and cultures. Reflect on your role as an ambassador and good global citizen. Prepare to leave your comfort zone, surrender assumptions and embrace differences. Check resources listed on the Transitions Abroad website: www.transitionsabroad.com/listings/living/resources/country_information.shtml.
35. **“Ethical Traveler”** www.ethicaltraveler.org is a grassroots organization based out of Berkeley. They believe today’s travelers are freelance ambassadors and have the ability to use their economic power to strengthen human rights and protect the environment. If you share similar values, check out their suggestions.
36. Read and consider: www1.cmc.edu/pages/faculty/alee/extra/American_values.html

37. Prepare yourself for **cultural adjustment issues** by checking out a great interactive website on the topic which was prepared by the University of the Pacific. This website offers great scenarios around cultural misunderstandings, faux pas, cultural advice and interactive self tests. www2.pacific.edu/sis/culture.

Travel Light – To Take or Not to Take?

Reality Check:

1. **You have to carry everything you pack**, not only to your destination, but home again. After you pack, carry it around the block to make sure it's manageable.
2. **Take what you justifiably need.** Simplify where you can. Obtain certain items at your destination. Less is better.
3. **Consider your options:** suitcases, backpacks, ship ahead? One or more? Large or small?
4. **Airlines have weight and size limits** on international checked bags, and nearly all airlines now have a **checked baggage fee**. Check your airline website for the details. It's not fun to be unpacking and repacking at the airport check-in counter.
5. **Use sturdy ID tags on the outside.** Place paper ID tags on the inside.
6. **Consider your need for Lost Luggage Insurance**, if it's not included in other services you have already purchased.

Packing Possibilities: Check out this site: www.travelite.org/?p=90

Clothing: Take weight, weather, use, and cultural appropriateness into consideration. Layers...
Shorts: At least one light pair with pockets to wear under other clothes for security storage.
Swimsuit: Shorts can double for guys, but dry slowly. Lightweight swimsuits, modest style?
Nice option: Take one nice outfit for occasional, more formal events. People "dress up" more overseas.
Jacket: Light, water-resistant windbreaker with a hood.
Shoes: Broken-in, good support and traction, breathable, minimal laces for airport security.
Sandals: Teva style shoes or thongs, useful in warm weather, water locales, trips to the bathroom.
Scarf: Think outside the neck! The right scarf can have a lot of different uses.

Money belt: Safe storage of money, documents, tickets means the trip goes on if other items are lost.
Small daypack: Great for carrying camera, snacks, water, etc, for simple daily outings.
Plastic zip bags: Several, in multiple sizes, for a thousand uses.
Duct tape: You can buy small travel rolls. Very useful for repairs, keeping things together, etc.
Small locks: To keep backpack zippers securely shut.
Pillowcase: To make a cleaner, maybe more comfortable pillow. Maybe a towel, too.
Umbrella: How dorky! Or not... maybe get a small, collapsible one there. Getting soaked is not fun!

Documents: Passport, medical papers, tickets, rail passes, hostel card, student ID, driver license, a certified copy of your birth certificate.
Copies: Paper or electronic copies of your documents, stored separately or electronically.
Guidebook: Take the whole book, or parts relevant to your travels.
Journal: Record experiences, use as a daily calendar, track expenses, etc.
Address book: Paper or electronic, maybe some pre-printed labels to make sure you write certain folks.
Emergencies: Have an obvious list of emergency contacts among your things. You never know!
Gifts: For host families, kids, others. Lightweight, flat, unique to your US region or college.
Music: Some favorite music is good for long waits in airports, relaxing, cheering you up.

Photography: Camera, batteries, memory cards, rechargers, film (film? how old millennium...)
Electrical: Plug adaptors and current converters, if needed. Special batteries.
Flashlight: For night reading, trips to the bathroom, security. Very useful. A small one, of course.
Watch: Light weight, cheap, convenient, easy to read and set. Saves energy on cell phone use.
Alarm clock: On your watch, cell phone, or a small, battery-operated one.

Toiletries: Put all squeeze bottles in plastic bags. Air pressure will cause them to leak.
Sun related: Sunglasses, sunscreen, lotions, hats, etc.
Ear/eye related: Ear plugs, ear buds, headphones? Contact lens care, cases, glasses screws.
Repair kit: Sewing kits, glasses screws, duct tape, small tools, etc.
Medical kit: See detailed suggestions above in Health section.

		Check List for Study Abroad	Notes	Done
Early steps	1	Research options for study abroad, decide		
Early steps	2	Submit application(s) by due date		
Early steps	3	Submit application fee by due date		
Early steps	4	Submit deposit by due date		
Early steps	5	Check, renew, or apply for passport		
Early steps	6	Obtain passport photos		
Early steps	7	Research visa requirements and app fees		
Early steps	8	Research and track air ticket costs		
Early steps	9	Research train and bus costs		
Early steps	10	Research/reserve housing options		
Early steps	11	Plan out the budget		
Early steps	12	Review existing financial aid in light of plans		
Early steps	13	Research scholarship options, apply by deadline		
Early steps	14	Research veterans benefits and study abroad		
Early steps	15	Plan for HIV positive travel, restrictions		
Early steps	16	Plan for disability accommodations, as needed		
Early steps	17	Research needed immunizations for destination		
Early steps	18	Plan for diversity issues overseas		
Early steps	19	Research LGBT issues in the country, as needed		
Early steps	20	Complete host family application/profile		
Medical	1	Plan medical/dental/optical exams		
Medical	2	Plan for prescription medications needed		
Medical	3	Plan for mental health issues/counseling		
Medical	4	Obtain needed immunizations at Health Center		
Medical	5	Plan for travel medical kit		
Contract	1	Define ILC or INT online		
Contract	2	Collect feedback		
Contract	3	Make changes based on feedback		
Contract	4	Obtain/submit Internship Site Agreement to Deans Office	Internships only	
Contract	5	Sign/submit Student Waiver to Deans Office	Internships only	
Contract	6	Obtain necessary approvals		
Contract	8	Meet with Dean for final contract/waiver approval	Required	
Contract	7	Accept conditions to register contract		
Evergreen	1	Request additional financial aid for study abroad		
Evergreen	2	Research medical insurance options		
Evergreen	3	Purchase/obtain proof of medical insurance	Required	
Evergreen	4	Purchase ISIC card or similar product	Recommended	
Evergreen	5	Complete TESC Travel Waiver Form	Required	
Evergreen	6	Obtain Registration's signature on Travel Waiver	Required	
Evergreen	7	Attend Study Abroad Pre-departure Orientation Workshop	Required	
Evergreen	8	Complete Student Health Review Form	Required	
Evergreen	9	Review, print, attach State Dept Country Info Pages for your countries to waiver	Required	
Evergreen	10	Obtain Int'l Office signature on Travel Waiver	Required	
Evergreen	11	Complete Consortium Enrollment Agreement Form	Required for consortia students	
Evergreen	12	Complete FERPA Release so parents/others can talk to Evergreen	Optional	
Evergreen	13	Verify that you are properly registered for your study abroad	Required	
Evergreen	14	Request waiver of health, transit, WSHPRG fees	Optional	
Evergreen	15	Inform TESC Housing if leaving a dorm contract	To avoid fees	
Evergreen	16	Check that you can receive Evergreen email		
Evergreen	17	Pay all TESC bills to avoid holds on account		
Evergreen	18	Complete Graduation Form, if graduating soon		
Pre-Travel	1	Apply for visa, if needed		
Pre-Travel	2	Purchase air tickets		
Pre-Travel	3	Purchase advance train passes		
Pre-Travel	4	Make copies of travel documents, scan or photocopy		
Pre-Travel	5	Purchase Trip Cancellation Insurance	Recommended	
Pre-Travel	6	Notify bank of travel plans and card usage outside US		
Pre-Travel	7	Obtain local currency		
Pre-Travel	8	Purchase youth hostel cards, as needed		
Pre-Travel	9	Plan packing list		
Pre-Travel	10	Purchase International Driver's License, as needed		
Pre-Travel	11	Plan electrical needs, converters and adapters		
Pre-Travel	21	Plan for cell phone needs overseas		
Pre-Travel	12	Prepare Limited Power of Attorney, if needed	Recommended	
Pre-Travel	13	Register to vote absentee, if needed at www.fvap.gov		
Pre-Travel	14	Plan for tax filing, if needed		
Pre-Travel	15	Prepare for FAFSA update, if needed		
Pre-Travel	16	Assess need for gifts overseas		
Pre-Travel	17	Obtain used or new guide book		
Pre-Travel	18	Prepare useful contact list for traveling		
Pre-Travel	19	Plan for sexual activity overseas, if needed		
Pre-Travel	20	Register with US Embassy Smart Traveler Program	Recommended	
Pre-Travel	22	Plan for food and water issues, restrictions overseas		

