

Study Abroad Pre-Departure Checklist

Be sure the following are prepared and confirmed before you take off for your study abroad program.

- **Study Abroad Requirements:** Confirm with the CSUF Study Abroad Office and your study abroad program (IP, Reciprocal Exchange, Department Faculty-Led, or Independent/Non-CSUF) that you have completed all required paperwork, task items, payments, pre-departure orientations and assessments, etc.
- **Passport and/or visa (if applicable):** Confirm that your passport does not expire less than 90 days of your return date, and that you have secured your visa, if applicable. Visa application procedures vary by country and according to your country of origin. You should check with the country's consulate at least 3 months prior to your departure to become up to date and familiar with the visa and entry/exit processes as it applies to you.
- **Accommodations:** Depending on your study abroad program, confirm that...
 - Your host university has notified you of your acceptance and arrival details, and that you have planned your accommodation with the university
 - You have been in contact with your department program faculty leader about arrival procedures and itinerary details
 - You have arranged independent accommodation for the duration of your stay
- **Airline tickets:** Confirm your flight itinerary, when and how you will arrive at the airport, luggage capacity/allowance, etc.
- **CSUF All Holds:** Confirm that you have no holds at CSUF (e.g. financial aid, student financial services, etc.)
- **Financial Aid:** Confirm with the Office of Financial Aid when your aid will be disbursed, your financial aid package, the amount applicable to your study abroad program, that you've signed up for direct deposit if receiving a balance, that you've appropriately authorized parents or loved ones to access your account or information in your absence, etc.
- **Registration:** Depending on your study abroad program, confirm that...
 - (IP & Reciprocal Exchange) You are enrolled in your CSUF study abroad placeholder class, and that you are enrolled in your classes abroad with your host university, or understand how you will enroll when you arrive.
 - (Department, Faculty-Led) You are enrolled in your CSUF study abroad course(s) for your department program.
 - (Independent/Non-CSUF) You are registered and are enrolled in courses with your host university or study abroad program. Also, if you are participating in a year-long program, be sure to complete your Leave of Absence Request with the CSUF Study Abroad Office.
 - Your host university or study abroad program knows to send your transcript to the CSUF Study Abroad Office at the end of your program, if participating in an IP, Reciprocal Exchange, or Independent/Non-CSUF study abroad program.
 - You've completed your Transfer Credit Approval Forms as much as possible, if participating in an IP, Reciprocal Exchange, or Independent/Non-CSUF study abroad program.
- **Travel Insurance:** All CSUF students studying abroad will receive international travel insurance provided by the University at no extra cost to them. Students should confirm that they have received their travel insurance information and card via email from the CSUF Study Abroad Office prior to departure, and that they understand how to use their travel insurance while abroad.
- **Documents:** Confirm that you have copies of the following items (It is recommended to leave one set with your family, keep additional copies *separate* from the original items with you while abroad, and have one set electronically saved or available):
 - Picture and signature pages of passport

- ID Card
- Travel Insurance Card
- Credit Cards (front and back)
- Emergency Contact Information
- Prescriptions/medical letters
- Your address and contact information while abroad
- If on a faculty-led program, a copy of your itinerary
- If on an IP, Reciprocal Exchange, or Independent/Non-CSUF program, a copy of your acceptance letter from your host university or study abroad program
- **Banking and Currency:** Confirm that...
 - Your bank/credit card company is aware of your plans to be abroad prior to departure (or else your card could be temporarily put on hold while abroad due to the unfamiliar location)
 - You know what fees your bank charges for transactions and plan to take several forms of funding with you (i.e. credit cards, debit cards, cash, etc)
 - You are up to date with the knowledge of the currency exchange rates for your country/location. i.e 1 EURO = 1.12 USD, 1 GBP = 1.32 USD, 1 Australian Dollar = 0.75 USD, 1 S. Korean Won = 0.00090 US Dollar, 1 Thai Baht = 0.029 USD.... etc.
 - It is advisable to prepare at least the equivalent of \$200 (USD) in your country's currency (cash) to have on hand when you arrive to hold you over until you are settled, able to withdraw more, use your debit card, etc.
- **Research Your Destination:** Prepare yourself for where you will be studying/living by becoming as familiar as possible with...
 - The country: geography, political system, governance, laws, currency, current events, history (especially with the U.S.), language (key phrases), religions, holidays, culture, customs, norms, social expectations and attitudes, food and etiquette, emergency numbers (e.g fire, police), etc.
 - Your local area: route to your host university or program center, and nearest hospital, police station, market, hospital, drugstore, ATM, etc.
 - Your host university or program center: your study abroad or program office and staff members, education system, grading system, resources, clubs and activities, etc.
- **Communication while abroad:** Confirm with family when and how you will stay in touch while abroad. Consider setting up a Skype account. Discuss a plan for when you will call home after you arrive in your host country. It is possible that you may not have easy access to a phone within the first 24-48 hours. Take into account time differences.
- **Emergency Plan:** Confirm with your family and loved ones what the plan will be to get information back home regarding your health and safety in the event of a natural disaster or other emergency.
- **Register in the Smart Traveler Enrollment Program (STEP):** For U.S. citizens or passport holders, it is highly recommended that you register in the [U.S. State Department's STEP Program](#). For non-U.S. citizens or passport holders, it is highly recommended that you research travel registry programs or services provided by your country of origin, and enroll in such programs or services in the event of an emergency.
- **Travel examination:** It is highly recommended that you speak with a doctor about international travel to be sure you are up to date with vaccinations (routine, recommended, or required), and that you are of a healthy condition to travel.
- **Stay current and informed of important deadlines and events happening back at CSUF or in the U.S.:** It is highly recommended that you stay current and up to date with all important dates and deadlines while abroad so that you won't find yourself behind or in trouble when you return.
 - Continue to regularly check your email for CSUF emails, notifications, deadlines, etc.
 - Take care of school related matters: graduation requirements, housing & residence (reserve a spot in the residence halls for when you return to campus),

course registration date for next semester, filing out the FAFSA and other scholarships, etc.

- If you usually file an income tax return and will be abroad during April, research what your options are and what you'll need to do.
- If there is an election cycle that you wish you to participate in, you will need to make arrangements for an absentee ballot. For additional information, contact your local County Board of Elections or County Clerk.

Please note that this is a general list of things students should make sure are taken care of prior to departure. Other requirements may be required not mentioned on this list.