TO DO AT COLBY BEFORE THE END OF THE SEMESTER:

☐ Apply, or finish applying to your fall program/university, if you have not already done so and promptly follow all their pre-departure guidelines.

☐ Get your physician report (if required by your program) and inoculations (if required). This can be done at the Colby Health Center by appointment.

☐ Review, complete, and sign the Agreement for Participation And Release or Assumption of Risk form and return it to OCS by * May 1 (for fall or full year) or * November 1 (for spring) to confirm the program/university you will attend.

☐ Attend mandatory pre-departure meeting (early dec or early may)

☐ Take care of financial aid requirements

☐ Take care of any outstanding financial matters at Colby. Review your student account status with student financial services and check how billing work for off-campus study

☐ Storage (on & off-campus): for on-campus storage contact the Office of Campus Life. Off-campus storage is available from All College Storage

☐ Fill out your change of address in mycolby/campus life and drop off your mail box key at the student post office in cotter union.

☐ Review your plan of study & course approvals with the appropriate faculty member. forward all approvals to OCS

☐ Visit the Career Center to discuss how study abroad fits with your career plans, how to make the most of your experience and/or plan for future internships.

TO DO FOR YOUR OFF-CAMPUS PROGRAM OR UNIVERSITY:

☐ Confirm with OCS the program/university you will be attending and make sure that your application is complete.

☐ Take care of any required pre-departure (medical, academic, housing, financial) things for your program

☐ Read your program’s pre-departure handbook and find out from your program or returned students about the best ways to prepare and to communicate from abroad.

TRAVEL DOCUMENTS (Start these early!):

☐ Make sure you have a valid passport: If you already have a passport, make sure it is valid for at least six months beyond the date of your return. If you don’t have one apply for one ASAP. See how to apply or renew your U.S. passport.

☐ Apply for your VISA (if required) for your host country. Apply as early as possible (usually not before 90 days from departure). For visa and consulate information, consult with your program/university.

☐ International Students check with your Dean to ensure your US visa and other immigration papers are in order for leaving and re-entering the U.S.

☐ Consider getting an ISIC card, if it is not already required by your program. In some cases, it may provide some benefits including discounts on travel

HEALTH & SAFETY CONSIDERATIONS:

☐ Check MDTravelHealth.com or other sources for recommendations.

☐ Prepare for your medical prescription needs: See your doctor to obtain enough medication to last for your stay abroad or a prescription for the generic version of your meds.

☐ Take a copy of vision prescriptions, and an extra pair of glasses or contacts.

☐ Make sure that you have adequate health insurance abroad and that you know the procedures for accessing benefits while you are outside the US.

☐ Consider purchasing iNext.com supplementary emergency travel insurance with a medical evacuation policy, even if your program/university does not require it.

☐ Talk to your family about potential safety issues and make sure they know how to contact you in case of emergency.

FINANCIAL MATTERS:

☐ Take care of any financial arrangements for paying required fees to your program or university abroad.

☐ Financial aid: Complete your financial aid Study Away Budget Form and make arrangements with your parents or others to receive funds and pay your program/university bill while you are away.

☐ Take care of any outstanding financial matters at Colby.

☐ You may wish to arrange for "power of attorney" for the person handling your financial affairs while you are away.

☐ Estimate how much money you will need using the off-campus study budget planning worksheet on the OCS Pre-Departure webpage.

☐ Make arrangements for accessing your money from abroad. Make sure you have valid credit cards, bank cards, traveler's checks which you can use. Notify your bank(s) that you will be using your cards abroad.

☐ Arrange to have some local currency with you when you leave (if possible)

TRAVEL ARRANGEMENTS:

- Follow your program/university's pre-departure guidelines.
- Make your travel arrangements following your program/university’s guidelines
- Review OCS’s pre-departure planning resources

HOST COUNTRY INFORMATION:

☐ Educate yourself on the country in which you will be studying.

☐ Check with returned students for tips

More Pre-Departure Resources on the OCS website: http://www.colby.edu/offcampus/students/pre-departure/
PRE-DEPARTURE CHECKLIST

Many of these things may need to be done simultaneously depending on the time of your departure

More Pre-Departure Resources on the OCS website: http://www.colby.edu/offcampus/students/pre-departure/

☐ The more you know about your host country, the easier your transition will be.
☐ Buy a guidebook for the country(ies) you are going to.
☐ Use the resources on the OCS pre-departure webpage.

PREPARING FOR DEPARTURE:

☐ Make copies of the first page (and visa page) of your passport. Also make copies of your tickets, credit cards and other important info (leave them at home or email them to yourself in case of loss)
☐ Collect any documents you need to take with you, such as medical records, prescriptions, entry documents, letter of admission from program/university, OCS pre-departure handbook, etc.
☐ Read your program’s pre-departure handbook and find out from your program or returned students about the best ways to prepare and to communicate from abroad.
☐ Register with the US Embassy/home country embassy in the country you are going to. (see U.S Dept of State Smart Traveler Enrollment Program)
☐ Prepare your emergency contact information to take with you.
☐ Learn how to vote from overseas: Arrange to vote absentee ballot for any elections you will miss while abroad
☐ Plan to keep a journal/blog/scrapbook.
☐ Bring some gifts for your host family or new friends you hope to meet.

PACKING:

☐ Follow suggestions of your program and, generally, bring less than you are tempted to. Here is some packing advice and The Ultimate Packing list and others online can help you think of things you may need.
☐ Bring some photos and other reminders of home (but don’t bring anything that has a big sentimental value or that you really don’t want to lose)
☐ Follow your program’s and returned students’ recommendations on what to bring with you
☐ Bring a plug adapter and/or voltage converter
☐ Pack your Colby OCS pre-departure handbook
☐ Keep all of your documents in a safe place for travel
☐ Pack a small first aid kit
☐ Check the luggage restrictions of your airline (usually 50 lbs)
☐ Make sure you can carry your luggage on your own

ACADEMIC ISSUES:

See here for information on:
☐ Academic Requirements, Procedures For Course Approval, & Policies On Transfer Of Off-Campus Study Credit
☐ Course Approval guidelines
☐ Required Course Load

It is your responsibility to familiarize yourself with these policies and procedures. If you do not follow these policies and procedures, you may not receive full credit.

OTHER: