

PRE-DEPARTURE CHECK LIST

Before departure you should have done ALL the following:

- Apply for your passport. If you already have a passport, make sure that it is valid well past the date of your anticipated return; if it is not, renew it ASAP.
- Collect documents required for your visa (if the country you are going to requires a visa for entry). Apply for and obtain the visa.
- Collect any other entry documents you are required to take with you (e.g. entry documents, immunization records, etc.).
- If you are not a U.S. citizen, consult with the International Office to make sure your visa and other papers are in order.
- Attend ALL orientation sessions to which you are invited.
- Make flight arrangements, on your own or as part of a group flight sponsored by your program.
- Pay all required fees to the sponsoring program. Discuss any problems with program staff.
- Arrange for all required course approvals, for major and/or elective credit.
- Declare your major, if you have not already done this.
- Complete and submit the Study Abroad Packet (required for Duke students only; non-Duke students submit a signed Authorization and Consent form!).
- Register in the Duke Travel Registry (required!).
- Fill out Pre-Departure Survey from Office of Study Abroad
- Clear all registration holds and make sure all outstanding balances are paid.
- Consider getting an International Student Identity Card (ISIC).
- Have a physical, dental check, eye examination, etc. Make sure you receive all appropriate inoculations.
- If eligible for aid, complete FINANCIAL AID application materials.
- Sign the Perkins Loan, Stafford Loan or University Loan Promissory Note. If a note is not signed before you leave campus, it will be sent to your home address unless you notify your campus Loan Office differently.
- Terminate all current contracts with housing, dining services, OIT, the post office, etc.
- Arrange with campus mail center to forward any mail that comes while you are away to your home address. **NOTE:** *You may keep your Duke mailbox while you are abroad; however, you will be charged the current rental fee per semester. To avoid the fee, please cancel your mailbox rental and turn in your keys before leaving campus.*
- Copy down all names, phone numbers, postal and e-mail addresses of campus people and offices with which you MIGHT need to contact during your time away (see Appendix G for a start).
- Discuss safety, terrorism, and emergency contact procedures with your family.
- Make sure the Office of Study Abroad has the names and addresses of those persons who should be contacted in the event of an emergency.
- Make copies of all important documents (passport, ISIC, credit cards, etc.). Leave one copy at home, and take another with you, packed some place apart from your original documents
- Plan a budget. Bring an emergency fund (minimum: \$250).
- Prepare to bring the recommended amount of money for start-up costs.
- Arrange with your bank to have \$100 in local currency to bring with you.
- Make sure you have the credit cards, bankcards, telephone cards, etc, which you are planning to use.
- Obtain rail passes, hostel cards, etc., as needed.
- Arrange for 'power of attorney' for the person handling your financial affairs in your absence (if not parent or guardian).
- Bring all medication, prescriptions, saline solutions, extra glasses or contacts, etc. (Put daily prescription medication in carry on bag, not checked luggage.)
- Make sure you understand how your health insurance plan covers you. Get additional insurance for additional coverage, as needed. **BRING YOUR INSURANCE CARDS.**
- Bring several extra passport-size photographs for miscellaneous use.
- Back up all computer files (documents, photos, and music) and keep copies separate in case of loss, theft, or malfunction.