



# Manhattanville COLLEGE® **STUDY ABROAD CHECKLIST**

The following document acts as an overall, but not comprehensive, checklist for your study abroad program. Your own situation may require additional planning. Completing these steps is essential to your success on your study abroad program. These are NOT tasks that you can accomplish in a week or two. Please pay attention to deadlines which coincide with your departure date. It is essential that you read and pay careful attention to all communications from the OISS and your study abroad program.

## **Documents and Official Communication**

- I have researched the steps to apply for/renew my passport and apply for my Visa (if necessary).
- I have completed the specific paperwork necessary for my program.
- I have read all emails from OISS & my study abroad program.
- I have attended or will attend pre-departure sessions with OISS.
- While away, I will check my Manhattanville email regularly and respond in a timely manner.

## **Academic Preparation**

- I have met with my Faculty Advisor to map out classes for the semester away and also discussed my larger 4-year plan. (I am aware that I will register for these courses in Student Planning while abroad.)
- I have verified that I have met all course pre-requisites and have removed any holds which might prevent me from registering while abroad.
- I have pre-registered or registered for all required courses during my study abroad program, including the one-credit Atlas course (coop and direct exchange students only).
- I have made arrangements with my study abroad program for any academic and/or physical accommodations I might need while abroad and have requested documentation from Manhattanville's Center for Student Accommodations.

## **Travel Provisions**

- I have purchased my international, round-trip airfare.
- I have researched luggage size and weight restrictions.
- I have researched my host country's culture, language, current events, and history.
- I have investigated and purchased travel adaptors/plugs for my phone, computer, etc.

## **Health & Safety Precautions**

- I have made arrangements for pre-travel checkups with my health care providers, including dentist and eye doctor.
- I have ensured that my U.S. health coverage will remain active while I am abroad and/or purchased coverage for my study away time.
- I have checked with my family's home-owner's insurance to learn if theft/loss abroad will be covered under their policy.
- I have made a plan with my medical provider to have adequate supplies of all prescription medications while abroad. They have also provided me with a letter explaining any medications I am carrying for use at Customs & Immigration.
- I have registered any pre- or post-travel with the Smart Traveler Enrollment Program (STEP) through the US Department of State. (<https://step.state.gov/step/>)
- I have photocopied the front page of my passport and any visas to bring with me while abroad. I have left a copy with my family at home.

### **Financial Grounding**

- I have completed all necessary Financial Aid documents. (Including scholarship/loan applications, FAFSA)
- I have alerted my bank that I will be traveling outside of the US from to so that my cards will not be deactivated.
- I have checked on currency conversion rates and international ATM withdrawal fees. I am aware of any daily limits associated with my card(s).
- I have made a copy of my ATM and/or credit cards (front & back to include important phone numbers.) I will pack one copy with me and leave a copy for my family.
- I have made a budget for my personal/recreational expenses while abroad, including weekend excursions.

### **Housing Arrangements (for Residential Students)**

- I understand that I need to make arrangements for housing upon my return to campus, including participating in remote room selection with Residence Life.
- I have made arrangements to pay the housing deposit by the designated date.
- I understand where I will be living while abroad and have made plans for checking in and for travel from the airport.

### **Communication Planning**

- I have researched how I will stay in touch with friends and family while abroad (adding on to current cell phone plan, downloading various apps, purchasing a SIM card, or adding additional data).
- I have developed my communication plan and have discussed this plan with family and friends. Together, we have set realistic expectations of how often we will communicate.
- I have shared my contact information abroad with family, friends, OISS and study abroad program.

### **Putting it all Together**

- I have packed my Manhattanville Student ID and driver's license to use as a second form of identification.
- I have packed minimal towels, sheets, and sundries and/or will purchase upon arrival.
- I have packed light (taking ½ of what I think I need!).
- I have packed essential documents and medications in my carry-on luggage.
- I am excited to begin this adventure and I am ready to go, with my passport in hand!
- I have thanked those who have helped to make this experience possible.