



International Programs Office

Study Abroad Prior to Departure (Post Pre-Departure Orientation) Checklist

HOST UNIVERSITY

- Complete Host University Forms when prompted by Linfield IPO staff
- Complete housing forms

LEGAL DOCUMENTS

- Obtain your visa, if required.
 - Please wait until you hear from Linfield IPO or your host university before applying.
- Make two copies of each of the following; leave one copy with a family member or close friend:
 - Passport
 - Visa
 - Front and back of credits cards and bank cards
 - ID cards
 - Prescriptions
 - Flight itinerary
- Register with US State Department [STEP Program](#)
- Complete Power of Attorney form. This can be helpful for the following situations:
 - Completing financial aid paperwork
 - Processing bank transactions

MEDICAL

- Obtain all required vaccinations for countries you will be in. [CDC website](#)
- Medication
 - Get enough prescription medicine to last through your time abroad. Obtain generic names for medications. If your medications are classified as a narcotic or stimulant, will it be allowed in your host country?
- Visit doctor, dentist, and optometrist for check up
- Print out your insurance card prior to going abroad



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- Make sure to have your insurance card and the letter from insurance company with you while abroad.
- Tiffany Burgess, from the IPO, will alert you when it's ready.

CONTACT INFORMATION

- Write down phone numbers, email addresses, and mailing addresses of friends and family
- Write down the contact information of the on-site staff of your program

MONEY

- Contact your bank and credit cards to let them know you will be abroad. Make sure your bank card can be used abroad.
 - Learn about the fees associated with your cards when used abroad.
 - See if your bank has partners abroad to help minimize fees.
- Research the currency of the country you will be in and know the exchange rate prior to going abroad.

MISC.

- Complete your Linfield IPO Post Orientation Assignment
- Purchase converter for electrical plugs
- Register for your courses abroad, if you are able to
- Determine the best plan for your country regarding cell phones
- Get directions to your program site from airport on paper. Be prepared just in case you have a travel mix up.
- Linfield Housing – Even though you will be studying abroad, you still need to complete the Linfield online housing registration. It is your responsibility to let the housing office know you will not need housing by completing the short application. Students cannot “hold a spot” open for another student who is studying abroad.

FINAL NOTE:

Please do not procrastinate with completing any of the documentation sent to you by the IPO or your host institution. Your participation in the program may be jeopardized with information not being completed.