Checklist Before You Go

After you decide to study abroad

☐ Complete all application materials required by SAGL and your study abroad provider (if applicable).

☐ Contact the Office of Student Financial Assistance to arrange for financial aid to be applied to your study abroad program.

☐ If you do not have a passport, begin the application process. For information about how to apply, visit http://travel.state.gov/passport/.

☐ Drop any non-study abroad courses you are currently registered for during the term you will be abroad.

☐ If you receive WKU scholarships, notify Andy Wagoner (andy.wagoner@wku.edu) that you would like to apply those scholarship to your study abroad program by July 1 for fall or November 1 for spring. (Semester Programs Only)

☐ Notify the Office of Housing and Residence Life that you will not be living on campus during the semester of your program abroad, and forward your mail to your home address. A letter confirming that you will be studying abroad can be obtained from the SAGL Office. (Semester Programs Only)

☐ Cancel your meal plan for the term you will be abroad. (Semester Programs Only)

Initial pre-departure preparations

☐ Register your travel information with the U.S. Department of State via the Smart Traveler Enrollment Program (STEP) (https://travelregistration.state.gov/ibrs/ui/)

☐ Check the Center for Disease Control for information about health concerns and recommended vaccinations for the country or countries to which you are traveling. (http://wwwnc.cdc.gov/travel/)

☐ Schedule a physical and obtain any necessary immunizations.

☐ If you are on prescription medication, request a doctor’s note and obtain enough medication to last you the entire length of your stay. Keep all medication in the original containers.

☐ Become familiar with your traveler’s health insurance plan.

☐ Call your bank and credit card companies to inform them of your travel dates and destinations and to ask about foreign transaction fees.
If internet or phone cards won’t be enough for your communication needs, check with your cell phone provider about getting an international plan. (Watch out for roaming and data charges.)

Get a travel adapter and converter, if necessary. Check which appliances will work with an adapter and which require a converter. (Voltage limits are usually indicated on the appliance.)

Check your parents’ homeowners insurance to see if it will cover your laptop and other valuable possessions that you will need to take with you abroad.

Visit http://studentsabroad.state.gov/ for useful information to prepare you for international travel.

Research the country to which you are traveling and become familiar with some basic facts, cultural norms, current events, and climate so you know what to expect.

**Final preparations**

- Make a few copies of your passport and visa (if applicable). Leave one with your family and bring one or two with you in different parts of your luggage.

- Leave a copy of your itinerary and contact info while abroad with your family/emergency contacts.

- Check the luggage restrictions of your airline and TSA security regulations (www.tsa.gov).

- Get everything together by the day before you leave: be packed, prepared and have your passport out with the alarm set extra early!

**Additional considerations**

- Arrange to vote by absentee ballot if you will be abroad on Election Day.

- Arrange to have your income taxes filed if you will be abroad during tax season.

- If you have no next-of-kin guardian (i.e. a parent), consider appointing a Health Care Power of Attorney to avoid international red tape for health care consent in the case of a medical emergency abroad. (http://www.irs.gov/pub/irs-pdf/f2848.pdf)