

CHECKLIST FOR STUDY ABROAD

On Columbia's campus:

- Attend orientation meeting(s).
- Discuss study abroad plans with your class advisor and Dean Carpenter.
- Declare your major if you have not yet done so.
- Submit all required financial aid documents as early as possible. Discuss financial aid package with a Financial Aid Officer.
- Clear all registration holds and make sure all outstanding balances are paid.
- Turn in the *Study Abroad Registration Form* to the OGP the appropriate deadline.
- Arrange for course approvals with your department
- Update phone numbers and addresses at the Advising Center.
- Terminate contracts with the Office of Housing and Dining. Make sure that the Lerner mailroom will forward your mail to your permanent address.
- If someone other than your emergency contact on your application form will handle your affairs in your absence, leave that contact's name and address with your class advisor.
- Take a list of important e-mail addresses and website addresses.

Program Preparation:

- Apply early for your passport or passport renewal, if necessary. Check to ensure that the passport will be valid during the entire time you will be outside the U.S.
- Make all flight arrangements.
- Collect documents required for your visa. Obtain visa.
- If you are a non-US citizen, consult with an advisor in the International Students and Scholars Office (ISSO).
- Collect documents you are required to take with you (entry documents, etc.)
- Apply for housing by appointed deadlines.
- Refer requests for payment of fees from the host Study Abroad program to Columbia to the attention of:
Office of Global Programs
204 Lewisohn, MC 4111
2970 Broadway
New York, NY 10027
- Request that transcripts from your program be sent to same address as above.

General Preparation:

- Plan your budget. Bring an emergency fund (minimum \$250). Also, prepare to bring the recommended amount of money for start-up costs.
- Arrange to have \$100 in local currency to bring with you. Plan to bring appropriate credits cards, bank cards, and travelers checks.
- Obtain rail passes, hostel cards, etc., as needed.
- Consider purchasing insurance for personal liability, property loss, trip cancellation, etc.
- Arrange for power of attorney for the person handling your financial affairs in your absence.
- Arrange for an international calling card.
- Inform yourself of health and safety issues in the country abroad and discuss them with your family. For more information, go to <http://www.studentaffairs.columbia.edu/studyabroad/resources/health.php>
- Arrange for absentee voting.
- Bring medication, prescriptions, saline solution, etc., for your entire duration away. Make sure you have a letter from your doctor. Customs agents at the airport may ask to see it.
- Arrange for health insurance that will be valid in the U.S. throughout the duration of your stay. **Take Insurance Card.** For more information on health insurance, go to www.health.columbia.edu
- Take several passport-size photographs with you.
- Have a physical, dental check-up, eye examination, etc. Make sure that you receive all appropriate inoculations.