

STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM

SAFETY AND RISK MANAGEMENT: PLAN AHEAD

- ☐ **Required Documents:** Obtain your Passport or any required visas as soon as possible. For more information, visit http://www.travel.state.gov/passport/passport_1738.html or contact the Program Director.
 - ☐ Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden-names, etc.
- ☐ **Travel Warnings:** Checkout any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <http://www.state.gov>
- ☐ **Do Your Homework**
 - ☐ Review the weather and local conditions for the duration of time you're visiting.
 - ☐ Investigate the laws, legal system, political landscape, and culture of the country you're visiting.
- ☐ **Orientation:** Attend all mandatory pre-departure orientations headed by the program director.
- ☐ **Financial Information:**
 - ☐ Know the credit limits on all your credit cards as well as how to contact those companies while abroad. You should also contact your bank and credit card company to inform them of your travel plans (including location and length of stay), so that your accounts will not be frozen unexpectedly while you are away.
 - ☐ Order foreign currency and/or traveler's checks. (Try not to carry around excessive amounts of cash):
- ☐ **US Embassy:** Know the location and how to contact the closest embassy or consulate of all your destinations by visiting <http://usembassy.state.gov>. You may use the CUNY Emergency Contact Card available at <http://www.cuny.edu/studyabroad> to record this information along with other emergency contact information.
- ☐ **Communication:**
 - ☐ Find out whether or not your cell phones/wireless mobile devices will work abroad.
 - ☐ Retain contact information for international host institution; program director and U.S. based college campus.
 - ☐ Plan for multiple ways to contact home (e.g., calling card, internationally accessible email address, cell phone, etc.).
- ☐ **Packing:**
 - ☐ Pack appropriately (e.g., suitable-clothing, toiletries, etc.). For a suggested packing list for students abroad, please visit the U.S. Department of State site (<http://studentsabroad.state.gov/pdfs/Packlist.pdf>) or contact the program director.
 - ☐ Do not bring valuables beyond those you require.
 - ☐ If you are concerned about theft/loss, please consider purchasing Travelers Insurance.

CUNY BEHAVIOR POLICES

- ☐ **Drug and Alcohol Policy:** Familiarize yourself with CUNY's Policy (<http://www.cuny.edu/administration/ohrm/cobr/DrugandAlcoholPolicy.pdf>).
- ☐ **University Policies:** Familiarize yourself with the Henderson Rules of Public Order. (http://portal.cuny.edu/cms/id/cuny/documents/level_3_page/003442.htm) and Article XV - Students (<http://portal.cuny.edu/portal/site/cuny/index.jsp?epi-content=GENERIC&epiproxymethod=get&viewID=epiproxybanner&beanID=1266530055&epiporoxvrealurl=http%3A%2F%2Fwww1.cuny.edu%2Fabout%2Ftrustees%2Fbylaws%2Farticle15.html>).

MEDICAL PREPAREDNESS

- ❑ **Physical Exam:** Schedule a complete physical examination with your physician.
- ❑ **Prescriptions:**
 - ❑ Find out whether your prescriptions are considered illegal narcotics in the country you're visiting. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for-treating any allergies or other unique medical conditions you might have.
 - ❑ Bring an adequate supply of any medication you require for the duration of the trip.
 - ❑ Keep all medications in their original containers.
- ❑ **Vaccinations:** Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines and arrange to obtain those that are required
- ❑ **Disclosure Of Medical History:** You may voluntarily disclose any disabilities, problems, or special health issues that may need to be accommodated during the trip to your program director,
- ❑ **Medical Insurance:**
 - ❑ Verify that you have valid health and travel insurance that will cover you while abroad:
 - ❑ Coverage areas should include: major medical, evacuation, and repatriation.
 - ❑ Carry your insurance card with you at all times during the trip.

BEFORE YOU LEAVE

- ❑ **Copy Documents:** Leave copies of the following documents with someone at home:
 - ❑ Passport identification page
 - ❑ Airline information
 - ❑ Driver's license
 - ❑ Credit cards
 - ❑ Serial numbers of your traveler's checks
 - ❑ Your contact information abroad (phone, e-mail, address)
 - ❑ Emergency contact information abroad
 - ❑ Insurance information
- ❑ Consider scanning important documents and e-mailing them to yourself.
- ❑ **For the Airport:**
 - ❑ Make sure your covered luggage tags are labeled with your name, address, and telephone numbers. Also, place your contact information inside each piece of luggage.
 - ❑ Familiarize yourself with the current TSA luggage guidelines for air travel at <http://www.tsa.gov> and find out how much luggage your airline will allow.
 - ❑ Arrange transportation to and from the airport(s).
 - ❑ If you are concerned about trip cancellation, you may consider purchasing Trip Interruption/Cancellation insurance.

ADDITIONAL RESOURCES

- ❑ **U.S. Department of State** - Students Abroad: <http://studentsabroad.state.gov/>
- ❑ **U.S. Department of State** - Tips for Student Travelers:
http://travel.state.gov/travel/living/studying/studying_1238.html
- ❑ **U.S. Department of State** - 911 List: <http://studentsabroad.state.gov/emergencies.php>
- ❑ **CDC Study Abroad Tips:** <http://wwwnc.cdc.gov/travel/content/study-abroad.aspx>