**Long Term Study Abroad Departure Orientation Checklist**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates/Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Should Receive the Following Information:**

\_\_\_\_\_ Missouri S&T Student Exchange Program Information

\_\_\_\_\_ Pre-departure orientation List date attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Culture Grams for study abroad county

**\_\_\_\_\_** Study Abroad Advisor business card

\_\_\_\_\_ Study Abroad Emergency Card

\_\_\_\_\_ Host country contact information

**Insurance:**

\_\_\_\_\_ MedEx Global Solutions ID Card (Student MedEx ID: 330321) and information sheet

\_\_\_\_\_ HTH Worldwide Study Abroad Brochure with enrollment information

**Student Must Complete and Submit the Following Forms/Items:**

\_\_\_\_\_ Study Abroad Information Sheet

\_\_\_\_\_ Study Abroad Program Application (i.e. copy submitted to GE3, Magellan, MAUI-Utrecht, etc.)

\_\_\_\_\_ Notice of acceptance from host institution

\_\_\_\_\_ Study Abroad Emergency Contact List

\_\_\_\_\_ Academic Reference Form \_\_\_\_\_ (1) \_\_\_\_\_ (2)

\_\_\_\_\_ Assumption of Risk and Release Form

\_\_\_\_\_ Application for Credit for Study Abroad

**\_\_\_\_\_** Audio / Visual Release Form

\_\_\_\_\_ Proof of purchase of required health insurance / Study Abroad Insurance Card

\_\_\_\_\_ Study Abroad Scholarship Form

\_\_\_\_\_ Financial support documents, Minimum $1,000 per month

\_\_\_\_\_ Passport copy

\_\_\_\_\_ Transcript

\_\_\_\_\_ Visa copy

\_\_\_\_\_ Flight itinerary, \_\_\_\_\_ Departure, \_\_\_\_\_ Return (if available)

\_\_\_\_\_ Accommodations, \_\_\_\_\_ Upon Arrival (Minimum first night), \_\_\_\_\_ Duration of stay

\_\_\_\_\_ Calendar or print out showing dates including, but not limited to, start of semester and end of semester.

**Tasks to be completed by Missouri S&T:**

\_\_\_\_ Notice / Missouri S&T Student Going Abroad (Copy to: Lynn Stichnote, Carol Heddinghaus Debra Mash, Lahne, Student’s academic Advisor

\_\_\_\_\_ Notice of Award of Study Abroad Scholarship

\_\_\_\_\_ Study abroad charge to student’s account

I confirm that I have received/and provided the above information that pertains to my study abroad program.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Study Abroad Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_