

# PRE-DEPARTURE



## MASTER CHECKLIST

Stay on track for your program this summer using the checklist below! Please note some items may only apply to specific locations, and this is noted where applicable. All accepted student information can be found on the LeadAbroad website. Click "Log In" or "My Account" in the upper right corner to access your portal. Then click "Accepted Student Info" to find your program's page.

### 1. WITHIN 30 DAYS OF ACCEPTANCE

- Log in to your LeadAbroad portal and review forms and payments
- Browse through your program's [accepted student information page](#)
- Add info@LeadAbroad.com to your email contacts; otherwise, messages may go to spam
- Apply for a passport ASAP; If your passport expires the year you are traveling abroad, renew your passport immediately
- Begin researching flights - review your accepted student page for details
- *For-credit programs only:*
  - If not done before acceptance, submit your academic form to select class preferences
  - If not done before acceptance, [send an official transcript](#) from your school directly to the office of admissions at Oglethorpe University
  - Meet with your academic advisor to review your course syllabi for this summer

### 2. BEFORE SPRING BREAK

- Review flight recommendations and start booking flights
- Join program social media groups (students only; links are located on your accepted student page)
- Sign up for your program's optional add-on if one is offered:
  - DIRECT Cape Town: Garden Route
- Pay program fee and/or tuition installments based on your custom due dates
- Review the COVID Code of Conduct (available spring semester)
- Review the Summer Program Guidelines (available spring semester)
- Sign your Participation Agreement through SignRequest (sent in spring semester)
- Apply to be a program leader; details will be emailed in late March or early April
- In late March, begin submitting pre-departure forms: Passport Form, Flight Form, Roommate Form, Health Form
- Complete required pre-departure orientations; see your accepted student page for links
- *For-credit programs only:* Beginning in late March, log in to your Oglethorpe Petrel Portal and submit the LeadAbroad Information Form; Petrel Portal access instructions are emailed in March

**Continued on next page!**

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### 3. AFTER SPRING BREAK

- Book all flights if you haven't already done so
- Review Pre-Departure COVID-19 Health Checklist (sent approx 45 days before departure)
- Familiarize yourself with the packing list; create a plan to purchase any necessary items
- Pay balance on any remaining program fees and/or tuition based on due dates in your portal
- Complete required pre-program assignments; see accepted student page for details
- Order and pack required textbooks/workbooks (see syllabi/accepted student page for details)
- For-credit programs only: Save and print your course syllabi and bring them with you abroad
- For-credit programs only: Register for Canvas (platform for class announcements and submitting assignments)
- Accept invitation to program itinerary on Trip Plans
- Download the safety apps we recommend on your phone: Smart Traveler, Trip Plans, GroupMe, Find My, Facebook
- Plan for your cell phone usage abroad; options may include:
  - International data package from your carrier (contact them for specifics)
  - Purchase a local SIM card upon arrival (best option for unlocked phones)
- Order an outlet adapter and/or a voltage converter; see your accepted student page for details
- Create a budget with your family; see your accepted student page for details
- Complete your self-care plan; see your accepted student page for details
- Visit your doctor and refill your prescriptions
- Double check baggage policies with all airlines you are flying this summer; weigh your bags BEFORE going to the airport
- Pack all valuables and two days worth of clothes in your carry-on in case your bags take their own adventure
- Add a travel notice to all debit and credit cards; be sure to include layover countries and any extra travel destinations
- Make sure you have two forms of payment (debit card & credit card); always keep one form of payment safe in your room
- Review LeadAbroad flight spreadsheet linked in newsletters to ensure your information is correct
- Re-watch online orientations to refresh on travel tips, rules and expectations
- Make two copies of your passport; leave one at home with your parents and take one with you abroad
- Mark your luggage with your accommodations address in your program city
- Review and print all of your flight itineraries and confirmations
- Keep a pen in your carry-on; for immigration documents, make sure you indicate you are travelling as a tourist and not a student since you are not enrolling in a foreign university