

# MOUNT HOLYOKE

## MCCULLOCH CENTER FOR GLOBAL INITIATIVES

### Predeparture Checklist

#### ***FOR ALL STUDENTS GOING ABROAD:***

- Submit your snail mail and e-mail addresses to the McCulloch Center for Global Initiatives as soon as you know them. Send in changes as they occur. (Use the form available at [http://www.mtholyoke.edu/acad/programs/global/sa/form\\_address.html](http://www.mtholyoke.edu/acad/programs/global/sa/form_address.html).)
- Review your plans with your academic adviser.
- Obtain passport and visa, as necessary. It is your responsibility to determine whether you need a visa and, if so, to apply for one in a timely way. MCGI cannot obtain a visa for you.
- Review State Department travel information (<http://travel.state.gov/>).
- Review health and safety information as recommended by your program and the Centers for Disease Control (<http://www.cdc.gov/travel/index.htm>).
- Make sure that you have adequate health insurance and that you know the procedures for accessing benefits while you are outside the US (or your home country).
- Set your MHC e-mail account to forward mail to whatever other account you will be using.
- Arrange with Mail Services to have mail forwarded to you while you are away.
- Make sure that your emergency contact information is up to date and has been clearly communicated to your family and to the appropriate offices and departments. Have a plan about how you will contact your family in the event of an emergency abroad or at home.

#### ***FOR STUDENTS STUDYING ABROAD FOR A YEAR/SEMESTER:***

- Turn in your academic status notification form confirming that you will be going abroad, for what period of time, and on which program. Deadline: **May 15** (for fall or full year), **December 1** (for spring).
- Review your plan of study with your academic adviser, particularly in regard to any courses that you wish to use to fulfill requirements.
- Declare your major (if you have not already done so!).

***If you have been awarded a Laurel Fellowship and/or expect to use any federal, state, or other outside aid, or parent loan or payment plans, toward your program abroad:***

- Send the Consortium Agreement to your program or university. Completed Consortium Agreement forms are due in Student Financial Services by **June 1** (for fall and full-year programs), or **December 1** (for spring).

- Check with Student Financial Services before you leave campus to ensure that your file there is complete.
- Submit the Disbursement Form to Student Financial Services to authorize Mount Holyoke to release funds to you (same deadlines as for the Consortium Agreement).

***FOR STUDENTS PARTICIPATING IN SUMMER INTERNSHIP OR RESEARCH PROJECTS:***

- Find and confirm your housing well in advance of your departure. If applicable, ask your host to fill out the Housing Questionnaire  
[http://www.mtholyoke.edu/acad/programs/global/ii/housing\\_questionnaire.html](http://www.mtholyoke.edu/acad/programs/global/ii/housing_questionnaire.html).
- Complete all pre-departure forms and make sure you understand what is required before, during and after your program to ensure your funding.
- If you plan to do an independent study based on your project abroad, make arrangements with your major department before you leave.
- Clarify your arrival and departure times with your supervisor, as well as your responsibilities during your project, to the extent possible.
- Establish other local contacts (through other students, alumnae, faculty, family, etc.).