Required Pre-Departure Steps at Carleton for all students attending an Off-Campus Studies Program

1. Meet with your adviser to discuss registration for the term you return to campus. If you will not be able to register on-line from your program site, designate an academic proxy to register for you.
2. Make sure you understand how your financial aid works with your off-campus program. Inform Student Financial Services of any external scholarships you may have received.
3. Designate a housing proxy to represent you at room draw. If you don’t make your preference known, you will be assigned housing by Res Life.
4. Store your belongings while you are gone.
5. Pay all outstanding bills and library fees.
6. Ensure that your writing portfolio is completed by the appropriate deadline (sophomores only).

Non-Carleton programs only

1. Confirm participation in your program and follow the program’s pre-departure instructions.
2. View Pre-Departure Video for non-Carleton programs. (This is a Learning Content item in your student portal).
3. Pick up a S/CR/NC card from the Registrar’s Offices if intending to S/C R/NC a course. Return it to the Registrar before the 7th Friday of the program’s (not Carleton’s) term.

Carleton programs only

1. Attend Health & Safety Meeting
2. Complete OCS office’s requests for information and forms (e.g. travel plans, passport copy, parent/guardian information, health assessments, etc.)
3. Attend program-specific pre-departure meetings
4. Print your CISI insurance card upon receipt of invitation from enrollments@culturalinsurance.com

General Travel Preparation

1. Documents
   a. Passport—Check that your passport is valid for 6 months beyond the date of return. If not, apply for a new passport immediately.
      Recommended: Be sure one of your parents or guardians has a valid passport in case of emergency.
   b. Visa—Check if you will need a visa for any of the countries you plan to visit and follow your program’s instructions on how to obtain one.
c. **International Student ID**—Research the value of obtaining an ISID card for the countries you plan to visit, and if desired, purchase one through OCS.
d. **Emergency Resources & Numbers**—Prepare a list of important phone numbers in case of emergency, including credit/bank card company phone numbers, emergency contact at home, and Carleton. Carry a copy in your luggage and leave one with parents.

2. **Health**
   a. **Travel Clinic**—Visit a travel clinic to discuss health risks, obtain immunizations, and complete your health form/wellness plan (if required). Be sure to inform yourself of insurance coverage and cost of appointment in advance.
   b. **Sexual Health**—Remember that sexual behavior and norms vary widely around the world. If you plan to be sexually active, research norms in your host country and bring appropriate birth control and STD preventive products.

3. **Insurance**
   a. **Health**—Learn what health insurance is included in your program fee (students on Carleton programs are covered through CISI). Pay attention to the dates and amounts of coverage. If you will be traveling before or after your official program dates, purchase additional days. If your coverage is not sufficient, purchase a supplemental policy.
   b. **Personal Property Insurance**—Determine whether you need to purchase coverage for your valuables (computers, cameras, etc.).

4. **Airfare**—Follow the directions of your program provider. If you are responsible for purchasing your own airline ticket, research your options and pay close attention to dates.

5. **Safety**—Prepare yourself for safety hazards in your host country(ies) and brush up on general travel safety precautions.

6. **Money**—Take half the stuff and twice the money! Read about how to access the funds you need abroad.

7. **Scholarships**—Pay attention to deadlines and apply early.

8. **Technology**
   a. **Phone**—Research international coverage for your cell phone and internet availability and plan accordingly.
   b. Camera—Tune up or purchase a camera that suits your needs. Use your Carleton log-in to access the training resources on [Lynda.com](http://Lynda.com). [Culturosity](http://Culturosity) has some good resources on taking photos in a culturally appropriate manner. Don’t forget the **OCS Photo Contest** (submissions due at the beginning of Spring Term.)

9. **Packing**—Check your program’s list first and then read through these general lists for more inspiration.

10. **Absentee Voting**—Register to vote absentee in election years.

11. **Researching your destination**—Pack your mind with history, facts, and knowledge of current events in your host country AND in the United States!

12. **Teaching and learning in off-campus programs**—Your educational experience on an OCS program is likely to be different than a term at Carleton. Learn strategies that will help you maximize your learning.

13. **Personal Identity**—Everyone’s experience is unique, but you can prepare for ways in which your particular identities may relate to social realities in your host country(ies).