



Middlebury

Pre-Departure Checklist for Students Traveling Abroad

Students wishing to pursue any projects abroad, e.g., internships, volunteering, research projects, should contact the department responsible for the funding to ensure all necessary paperwork has been completed.

Visa

- Obtain appropriate documentation to travel, study, work, and/or reside in that country.
- Ensure the passport is valid for at least 6 more months.
- Many countries require a visa for entry. Enter your destination on [this page](#) to determine if a visa is required.
- In addition, many countries require in addition a work permit – see same [website](#) for embassy information.
- Leave a copy of your passport, visa, and work permit with someone at home, and take a copy with you when you are travelling.
- International students need to check-in with ISSS while planning a trip abroad.

Health and Safety

- Register with Middlebury's Travel Registry: [Register My Travel](#).
- Register with the [U.S. State Department](#) or with the embassy of the country of your citizenship.
- If you are granted approval to travel to a country with a [US State Dept Travel Advisory](#) Level 3 or 4, you must submit the [Travel Advisory Level 3 or 4 Country Waiver Form](#) to the sponsoring department/faculty member.
- Download the Global Rescue GRID application which is available at the Apple Store (iOS 5 and above), Google Play (Android 4.4 and above), and BlackBerry App World (10.2 and above). Through this application, you will be able to reach out directly to Global Rescue in an emergency via its in-app emergency call button.
- Review the [Simple Steps for Safer Travel](#).
- Review the predeparture [Health Information Guide](#).
- Review required (and recommended) immunizations.
- Secure [Health Insurance](#) policy if your current plan doesn't cover you overseas.
- Bring insurance card and proof of insurance letter with you.
- Check whether required medication is available in your destination country or stock up on supplies before leaving. Verify that your medication can legally be taken into your host country.
- Finish any necessary dental care before leaving.
- If you wear glasses or contact lenses, take an extra pair with you as well as a copy of your prescription. Contact lens solutions are generally available overseas, though it can be very expensive.

- If you have allergies, be mindful of dietary needs/restrictions for foods in the country/region where you will be.
- Confirm that your insurance covers medical evacuation and repatriation of remains (minimum requirement of \$500,000 USD in coverage).
- Confirm that your insurance covers accidents.
- Review [U.S. Department of State's](#) country specific briefings.
- Create an emergency protocol. If you are traveling as part of a group, confirm that the group leader has established emergency protocols.
- Research and bring local 911 equivalency with you.
- Secure personal property insurance.
- Read the Global Rescue Destination Report for your host country/countries.

Travel

- Get an international student ID card for discounts and insurance.
- Purchase transportation, plan for transportation to/from airport.
- Bring your airline tickets/itinerary + copies with you.
- Review luggage policies (and cost) of airlines.
- Review needs for luggage storage and possibilities to store luggage.
- For car rental: check age restrictions and driver's license requirements. Check Zipcar availability and whether your U.S. membership can be used. If you have AAA, check to see if there is a counterpart that provides services.
- Review luggage need, e.g., be aware of different climate and culture for appropriate clothing but also health, e.g., malaria net.
- Bring extra passport-sized photos.
- Bring calling card for emergencies (make sure it works in the countries to be visited).
- Secure Trip Cancellation Insurance in case the security situation changes as the time gets nearer and you must cancel your plans.

Export Controls

- Review the Travel with Portable Electronic Devices form found at the bottom of this [page](#) if they will be traveling with college-issued devices.

Finances

- Create budget including travel, housing, food, books and supplies, entertainment, and transportation within country.
- Notify your bank that you will be traveling overseas.
- Determine whether you will need cash in local currency when you arrive.
- Bring an emergency reserve in cash or traveler's checks in USD.
- Determine how you can get cash in host country: ATM? Credit Card? Traveler's Checks? Wire transfers? Checks? Bank drafts?
- Bring debit/credit cards and information on card (number of card, phone number to call in case cards are stolen).
- Determine the cost of getting the money – it varies vastly between methods.
- Notify debit/credit card company about leaving country so that they don't put a fraud alert on card.
- Is it safe to carry money? How is it best to carry money?
- If you are funded by Middlebury, contact department on how and by when to receive the funding. Is there a receipt or travel log requirement? Report requirement? By what time do the receipts, report need to be handed in?

Arriving

- Do you have to register with local authorities (i.e., police, immigration) in your host country/town?
- Are there any requirements to check-in during various intervals?
- Do you have to unregister when leaving?
- Are there any reporting requirements such as tax reporting?

Communication

- Will there be readily available internet access?
- Can you use Skype to call?
- Does US cell phone work or do you need new cell phone (likely) – where to buy it? What are the costs?
- Will your computer work – is there readily available electricity? Is the voltage the same or do you need adapters? What kind of adapter?

Stay Informed

- Think about absentee voting in the US if an election will take place while away.
- How to continue getting news from home.
- Get informed about your host country by reading local newspapers / news sites etc. before going.

Other

- If research includes human subjects, have you obtained appropriate approvals?

Additional Resources

- [Study Abroad: Pre-Departure Handbook](#)