

# PREDEPARTURE CHECKLIST



## CONFIRM ENROLMENT

- Confirm your enrolment with the host institution.
- Be sure to fill in application forms that is necessary for your enrolment at the host institution.
- Make any necessary payment to ease your enrolment.

## VISA AND PASSPORT

- Check if the country you are going requires visa, if they do, students are required to apply for visa on their own.
- Students are advised to apply for visa only after receiving the offer letter from host institution. Students are reminded to apply immediately after receiving the offer letter as the process may take about 4-6 weeks.
- Prepare some fund as visa application may be costly.
- Use your certificate of eligibility to apply for the visa (e.g. Acceptance letter from host institution, recommendation letter from Presidency University, etc.).
- Check the immigration website of the respective country for term and conditions for visa application.
- Make sure your passport expiry date is at least 6 months after the end date of your exchange programme; if not, please renew.



## INSURANCE AND MEDICAL CHECK-UP

- We suggest students to have insurance with worldwide coverage.
- If the country offers national health and insurance programme, you may apply for it.
- Some universities would automatically include medical insurance for students; some make it compulsory for students to purchase medical insurance in their country.
- Check if you are required to do a medical check-up and provide medical records for your study abroad and visa application to ensure that you are fit to stay in foreign countries for a period of time.



## STUDENT ACCOMMODATION

- Most university offer on campus accommodation for students of Exchange Programme with fees applicable.
- Otherwise, student can choose to stay off campus.



## FLIGHT TICKETS

- We suggest contact local travel agencies to arrange for a return (open) air ticket. Students have more freedom on the returning date with open air tickets.
- Students can also directly buy tickets online, check airline websites for best deals.



## EMERGENCY CONTACT

- Search for Indian Embassies/Representatives contact details in the respective country.
- Make a list of emergency contact numbers for safety purposes.



## FINANCIAL MATTERS

- Calculate the total expenses needed (e.g Accommodation expenses, administration fees) to pay at the respective host institution.
- Estimate your monthly living expenses.
- Check the procedures for transferring funds to a bank in foreign countries.
- Try looking for banks that are available locally and in the study abroad country to avoid expensive transfer fee.
- Make sure to bring some bank drafts and traveller's cheques for the initial period to pay the fees.
- If you have credit card, please bring it along.
- We suggest you to convert cash in host country currency before travel.



## STUDY ABROAD REPORT

- You are required to write a study Abroad Report regarding your study abroad experience, from start to end, anything that you think would be useful to the upcoming students that are looking to apply to the same institution.
- The report is to be submitted within 2 weeks after you report to PRESIDENCY University.



## LUGGAGE CHECK LIST PRIOR TO DEPARTURE

### I. IMPORTANT DOCUMENTS

- Original and photocopies of passport/travel documents and visa.
- Original and photocopies of offer letter from host university.
- Certified transcript copies.
- Medical documents.



## COURSE REGISTRATION AND CREDIT TRANSFER

- Check the course listing on the respective university's website and download the course description of all the subjects you plan to take.
- Discuss with respective lecturers on the suitability of subjects you plan to take. Fill in Learning Agreement complete with signature from Office of International Affairs and Department Head / School Dean.
- Print and bring along the Academic Registration Records to your host university for credit transfer purposes. Near the end of your exchange programme, fill in the courses you have taken throughout the period at the host university, get the required signatures and return the form to Presidency University – International Affairs on the day you reported back to Presidency University.



### II. ELECTRIC AND ELECTRONIC DEVICES

- Check the electric voltage of the country you are going to.
- Identify the type of plug used and purchase a universal adapter.
- Some appliances might need a transformer.



## III. MEDICINE AND SUPPLIES

- Prepare basic medical supplies and a first aid kit for your stay abroad.
- If you have allergies, please bring sufficient medical supplies throughout your stay.
- You can bring your medical records if you have any.



## IV. CLOTHING AND NECESSITIES

- Check the climate and season of the country you are going to and prepare the right clothing.
- Pack your personal hygiene necessities (e.g. towel, nail clipper, etc.)
- Carry traditional clothes and some souvenirs from India.
- If you are wearing contact lenses, bring along extra casing and contact lens solutions in case they are not available in the country you are flying to.



## V. LUGGAGE AND TRAVELLING BAGS

- Check your airline weight limit for check-in luggage.
- Check airport regulations on what is allowed on-board and what is not.
- Pack clothes for 1-2 days in your carry-on in case of delayed or missing luggage.
- If you are travelling to a country during fall/winter, pack a jacket in your carry-on for easy retrieval.
- Bring extra smaller bag for short trips during your stay.

