

**International Travel Timeline** (for students)

Timeline	Task	Notes
6-12 months prior to trip	<ul style="list-style-type: none"> <li>✓ Begin the passport application process. Application and processing time can vary.</li> <li>✓ Begin search for scholarships and financial help.</li> <li>✓ Start researching the destination(s) you will be traveling to. Learn about the history, culture, current events, program expectations, anticipated costs, insurance, weather, etc.</li> <li>✓ Contact or speak with alumni/ students who have taken the course and/or traveled to this destination. What are their tips/ suggestions?</li> </ul>	
1-3 months prior to trip	<ul style="list-style-type: none"> <li>✓ Meet with your physician and get all necessary vaccinations/medications (check CDC website). If no medication/ vaccines needed, confirm you are in good physical health.</li> <li>✓ Secure all essential documentation (passport, visa(s), liability forms).</li> <li>✓ Make sure your passport is up to date and will <b>NOT</b> expire in the <b>NEXT 6 MONTHS</b>. If getting a visa, check there are <b>AT LEAST 2</b> blank visa pages.</li> <li>✓ Be aware of potential dangers in the country you are traveling and be sure to plan activities in areas that are considered safe. <b>Check the State Department website.</b> (If traveling to an area with a State Department warning, please complete and return risk forms: OAU Assumption of Risk AND OSU Risk Assessment Worksheet).</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ Book your flight(s). Make sure you read the fine print and understand the difference between a refundable and non-refundable flight.</li> </ul>	
3 weeks prior to trip	<ul style="list-style-type: none"> <li>✓ Get an update on the destination(s) that you are traveling to (e.g., current events, weather, program stay).</li> <li>✓ If plans have been made for you for your travels, make sure that you get an itinerary before leaving so that you can make necessary changes, or discuss with family and close friends about what you will be doing, or where you will be going. Note emergency contacts and their details.</li> <li>✓ Be in contact with the destination where you will be staying (if arrangements have been made for you, then be in contact with the individual who made the arrangements). Double-check your itinerary and documents.</li> <li>✓ Inform family members and friends about how you will be contacting them (through text, email, apps, Skype) and at what intervals (e.g. every week).</li> <li>✓ Ensure all travel questionnaires and documents are completed in <b>abroadprograms.okstate.com</b>.</li> <li>✓ Check to be sure that you are enrolled in the right course that coincides with your trip.</li> <li>✓ Contact your Point of Contact with any questions.</li> </ul>	
1 weeks prior to trip	<ul style="list-style-type: none"> <li>✓ Unlock your cell phone and or international data and voice package.</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ Contact the individual or party responsible for picking you up at the airport to confirm pick up times and departures.</li> <li>✓ Download travel apps such as: WhatsApp, maps of destination, Viber, Skype.</li> <li>✓ Make copies of your travel documents. Leave one set of copies with family members, have one set of copies on you, and consider uploading one set of copies to an email/ Cloud account.</li> <li>✓ Check your prescriptions are filled and you have a letter from your doctor explaining what the medication is for AND its generic name.</li> <li>✓ Consider enrolling in STEP (Smart Traveler Enrollment Program) through the Department of State. This is a free service.</li> <li>✓ Create your packing list. What do you need? What is missing?</li> <li>✓ Attend pre-departure trip. Bring any questions/ concerns you may have.</li> </ul>	
1-3 days prior to trip	<ul style="list-style-type: none"> <li>✓ Check that you have all necessary documents in your carry-on (passport, boarding pass, travel card, insurance card, some cash).</li> <li>✓ Call your bank/ credit cards. Inform them of when AND where you will be traveling to. Determine amount of cash you'll be taking.</li> <li>✓ Check in with family and friends, remind them of your travel plans and when you will be contacting them.</li> <li>✓ Check current events and weather conditions in the area.</li> <li>✓ Depending on your time away, set up away messages on your email account(s). Confirm arrangements for pets/ mail/ reoccurring fees.</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ Pack your bags referring to your packing list.</li> <li>✓ Check in online (24-48hrs. prior to departure time).</li> <li>✓ Confirm airport transportation—how are you getting to the airport AND at what time?</li> <li>✓ Take a deep breath.</li> </ul>	
During trip	<ul style="list-style-type: none"> <li>✓ Keep in touch with family/ OSU staff as established.</li> <li>✓ Keep a journal/ blog of your experience.</li> </ul>	
1-3 days prior to leaving your host country	<ul style="list-style-type: none"> <li>✓ Double-check your return trip itinerary and times.</li> <li>✓ Confirm how and when you'll be going to the airport.</li> <li>✓ Confirm airport pick-up.</li> </ul>	
Upon return	<ul style="list-style-type: none"> <li>✓ Prepare for reverse culture shock and jetlag.</li> <li>✓ Attend debriefing meeting.</li> <li>✓ Keep in touch with friends/ colleagues abroad.</li> </ul>	

Useful websites:

**Department of State:** <http://www.state.gov/travel/>

**Center for Disease Control and Prevention (CDC):** <http://www.cdc.gov/>

**Culture shock and reverse cultures shock:** <http://studentsabroad.com/handbook/adjustments-and-culture-shock.php?country=general>