
Checklist to Prepare for Study Abroad

Evergreen Requirements

1. Study Abroad Participation Procedures and Forms:

Students must complete the following according to their mode of study: Academic Programs, Contracts, Exchanges, or Consortia. Required Forms can be found at this link: <http://www.evergreen.edu/studyabroad/forms>

- 1a. **Application/Conduct Review:** Faculty-led, Academic Programs
- 1b. **Application/Conduct Review:** Individual Learning or Internship Contracts
- 1c. **Application/Conduct Review:** Sister School Exchange Programs
- 1d. **Application/Conduct Review:** Consortia Programs/Third Party Providers
- 2a. Additional **Academic Program Applications/Documents**, if required by faculty.
- 2b. Approved **Contract Proposal**, if arranging a contract. **Site Agreements**, if an internship.
- 2c. **Exchange University Forms**, if selected for exchanges
- 2d. **Consortium Enrollment Agreement**, after admission to a consortium program.
3. **Emergency Information Summary Form/** Student Health Review Process
4. **Evergreen Enrollment Agreement and Risk & Liability Release (a.k.a. Travel Waiver)**
5. Participate in all required **Study Abroad Predeparture Orientation Workshops**.
6. Provide **Proof of Medical Insurance** that meets minimum requirements while studying abroad.
7. Pay any **Study Abroad Fees, Deposits, or Required Program Fees** by stated deadlines.

2. Study Abroad Fees:

Evergreen charges the following study abroad fees to support staffing, technology, activities, faculty travel, and more.

Application for Contracts:	\$100 Study Abroad Administrative Fee , one time per consecutive series of contracts
Selection for Exchanges:	\$100 Study Abroad Administrative Fee , one time
Application for Consortia:	\$100 Study Abroad Administrative Fee , one time per selected program
Faculty-led Programs:	\$400 Program Deposit (\$300 Faculty Support Fee + \$100 Study Abroad Administrative Fee)
Consortium Enrollment Fee:	\$400 per semester of enrollment in consortia programs.

3. Program Costs

Academic Programs:	Evergreen Tuition/Fees + Program Costs (Required Costs, Out-of-Pocket Expenses, Deposit)
Contracts:	Evergreen Tuition/Fees + Self-Arranged Costs inherent in the contract.
Exchanges:	Evergreen Tuition/Fees + Travel and Living Expenses Costs. Tuition waived at Host Institution.
Consortia Programs:	Consortia Program Costs + Evergreen Study Abroad Fees. No other Evergreen tuition or fees.

4. Insurance Minimum Requirements

Per State law and College policy, you are required to have medical insurance that covers you while you are studying abroad. The insurance plan must meet the following minimum Evergreen requirements:

\$25,000:	Travel Accident/Illness;
\$100,000:	Emergency Medical Evacuation to the U.S.;
\$25,000:	Repatriation of Remains, in the event of death

Planning Options

- Options:** Ways to study abroad for credit:
 - **Evergreen Faculty-led Academic Programs**
 - **Evergreen Individual Learning Contracts**
 - **Evergreen Internship Contracts**
 - **Evergreen Sister School Exchange Programs**
 - **Evergreen Approved Partnership Consortia Programs**
 - Via **Leave of Absence**, enrolling in a credit-bearing, study abroad opportunity not listed above, with conditions.
- Databases:** The following can help you locate language schools, internships, volunteer options, jobs, English teaching, and other resources that may become part of your final study abroad plan:
 - www.diversityabroad.com
 - www.goabroad.com
 - www.studyabroad.com
 - www.gooverseas.com
 - www.iiepassport.org
 - www.transitionsabroad.com
 - www.idealists.org A world-wide non-profit database.
- Sustainable Travel:** Want to plan your travels with the lightest carbon footprint possible? Check out ideas and resources at <http://www.transitionsabroad.com/listings/travel/responsible/resources.shtml>
- U.S. State Department Security Levels:** The State Department assesses all countries for travel safety. Review their Country Information Pages to make sure your planned destination is approved for study abroad. <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
 - Level 1: Evergreen Study Abroad allowed.
 - Level 2: Evergreen Study Abroad allowed, with cautions.
 - Level 3: Must consult with the Office of International Programs/Dean for pre-approval.
 - Level 4: No study abroad in Level 4 countries.
- Understand Projected Costs:** Use the **online Budgeting Form** to compare options or understand costs across multiple quarters of study. Understand costs early so you have time to plan, save, and apply for available scholarships. Study abroad can range from \$4000 to \$22,000 or more depending on many factors. <http://www.evergreen.edu/studyabroad/forms>
- Office of International Programs:** Discuss your specific study abroad plans with an OIP advisor through an appointment, a drop-in meeting, or an information workshop. Mode of study, timing, projected costs, financial resources, credits, location, and health issues are just some of the important factors that impact your choices. Library 2153
- Applications:** Applications for exchanges, contracts, consortia programs, scholarships, financial aid, passports, visas and more all have important timelines and deadlines, often 6-9 months in advance. The earlier you plan, the more options you will have, especially for scholarship support. Last minute study abroad planning usually means fewer options and is more expensive.
- Identity:** A student's identity should be factored into study abroad planning. The traditions, customs, laws, religious norms, social norms, available resources, gender roles, disability services, etc. of any given country or culture can challenge our own identity characteristics and needs. A good resource: www.diversityabroad.com and www.miusa.org
 - **LGBTQ:** What do I need to know to navigate my LGBTQ identity in the host country? Will I be out, or not so much?
 - **Students of Color:** What can I expect as I navigate issues of diversity, racism, discrimination, or even blending in as part of the majority group in my host country?
 - **Heritage Seeking:** I am returning to my family's culture of origin. What are my expectations? Are they realistic?
 - **Disability:** What are the attitudes toward those with disabilities? What levels of service are available?
 - **Faith Background:** How will I navigate my faith tradition, atheism, etc. in a different or more conservative host culture?
 - **Transgender:** How does the host culture support my identity? What barriers might I face? Can I access health services I may need?
 - **Women:** Are there more traditional or conservative gender roles to consider? What social boundaries do I need to be aware of, even if I don't subscribe to them?

Financial Planning & Resources

1. **Budgeting Form:** Be clear on the costs of your study abroad plans. Use the form to account for Evergreen tuition and fees, outside provider tuition and fees, housing costs, meals, travel costs, books and materials, passports and visas, medical exams and immunizations, required insurance, museum admissions fees, and so on. <http://www.evergreen.edu/studyabroad/form>
2. **Financial Aid Office Advising:** Schedule time with a Financial Aid Advisor to discuss the details of your existing awards, potential additional loan monies, how scholarships affect your awards, limits, timelines, summer options, rescheduling of work study, repayment of loans, etc. Be intelligently informed so you can make the best decisions for funding.
3. **Financial Resources:**
 - **Gilman Scholarship:** If you receive the Pell Grant, apply for Mar 1 or Oct 1 deadlines. www.ije.org/gilman
 - **Scholarship Data Bases:** www.studyabroadfunding.org has extensive resources.
 - **Scholarship Data Bases:** Evergreen has compiled a list: <http://www.evergreen.edu/studyabroad/scholarships>
 - **Consortium Scholarships and Discounts:** Many consortia have internal scholarships to apply for. Watch deadlines!
 - **Financial Aid Loans:** Use the **Evergreen Additional Academic Expenses Form** to be considered for extra loans.
 - **Parent Plus Loans:** Consult with the Financial Aid Office and parents to understand this option.
 - **Work and Planned Saving** for study abroad.
 - **Family resources**, alternative holiday or birthday gift giving.
 - **Fundraising Websites**, such as www.gofundme.com, www.life.indiegogo.com, www.youcaring.com, or similar websites.
 - **Note to Veterans:** Unfortunately, your VA college benefits are capped based on standard expenses at Evergreen, so additional VA monies are not available for the purpose of study abroad. This is settled policy.

Travel Documents and Arrangements

1. **Passports:** Make sure you have a valid passport. Check the expiration date. Existing passports must be valid 6 months beyond your expected departure from the destination country. You can get passport photos on campus at **Photoland**, at the US Post Office on Jefferson St., local drugstores, UPS Stores, and many other places. Start the application process and see fees online at <https://travel.state.gov/content/travel/en/passports.html>. Turn in your application packet to the US Post Office at 900 Jefferson St, Olympia. **TIMELINE:** 3-6 months in advance to avoid last-minute fees for an expedited process.
2. **Entry Visas:** To enter another country, you need some form of permission from that country's government:
 - **Visa Waiver:** Per agreement with many countries, no visa required for up to 90 days stay (varies). Tourist entry.
 - **Permit upon Arrival:** Some countries allow you to pay a fee upon arrival to receive a permit with an end date.
 - **Visa:** Some countries require you to apply for a visa (tourist, student, etc) in advance through their embassy in the US BEFORE departure. This involves mailing your passport with an application, or sometimes appearing in person at the embassy or consulate for an interview. Sometimes you must submit biometrics or negative HIV test results.
 - **Entry/Transit Permits & Fees:** Some countries require you to complete an online form and pay a fee in advance. Save the receipt as evidence of payment at entry.
 - **Europe's Schengen Group:** Many European countries are part of the Schengen Agreement, which governs the rules of entry and exit as a group, not by individual country. Visa waiver for up to 90 days; otherwise a visa or permit is needed.

Check entry/exit requirements at the **U.S. State Department's Country Information Pages**, where you can also find links to embassy sites. **TIMELINE:** Check the rules 6 months in advance. Apply for visas 4-6 weeks in advance or per embassy rules. <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

3. **Air Tickets:** Research air ticket costs. Use sites like www.kayak.com, www.studentuniverse.com, www.momondo.com, www.skyscanner.com, www.adioso.com, or others to compare prices. Then check the airlines sites directly since they sometimes have even cheaper offers. Airlines often set new sale prices on Tue-Wed-Thu each week. Note: You usually cannot book return dates if more than one year out. Consider purchasing **trip cancelation insurance**, www.travelguard.com or others, and/or tickets that allow changes. This is also a good time to research **Rail Pass** programs at www.railpass.com. **TIMELINE:** 2 weeks to 4 months in advance. Prices go up significantly if buying less than 14 days before departure.

Travel Health and Insurance

1. **Assess Health Risks in Host Country:** The countries you are visiting all have some kind of health risks. It is very important that you make yourself aware of these risks so that you may take precautions, such as: immunizations, preventive medications, insect protections, avoidance strategies, food & water safety, preparing for environmental and climate risks, among others. Use these resources to understand the various health risks that you may encounter:

- International Organization for Medical Assistance to Travelers: Join for free. <https://www.iamat.org/>
- U.S. Centers for Disease Control: <https://www.cdc.gov/>
- World Health Organization: <http://www.who.int/home>
- U.S. State Department: Country Information: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
- U.S. State Department: Your Health Abroad: <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>

2. **Assess your Personal Health Needs:** Use the **Student Health Review Worksheet** to review your health conditions for your planned study abroad situation. Remember that anything that has been a health concern for you in the U.S. is likely to continue, or be even more challenging when studying abroad. Most sections have links to helpful websites to help inform you of risks and strategies for staying healthy or seeking assistance. <http://www.evergreen.edu/studyabroad/forms> Health conditions to consider include:

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|----------------------------|--------------------------|-----------------------|
| • Physical Constraints | Allergies | Immunizations |
| • Disabilities | Dietary Restrictions | Sexual Health |
| • Health Conditions | Prescription Medications | LGBTQ Identity Issues |
| • Mental Health Conditions | Medical Devices | |

3. **Consult with Health Provider:** We strongly recommend you consult with one of the following as part of your health and safety planning. Your completed Student Health Review will assist your health provider in advising you for your destinations. Note however that Evergreen does not require your health provider signature or approval as part of this process.

- Your personal health provider.
- Your personal mental health provider.
- Evergreen Student Wellness Services: Travel Consultation <http://www.evergreen.edu/health/travel-consult>
- Evergreen Student Wellness Services: Travel Immunization Services <http://www.evergreen.edu/health/travel-consult>
- Evergreen Student Wellness Services: Counseling Services <http://www.evergreen.edu/health/counseling>
- Evergreen Access Services: www.evergreen.edu/access and www.miusa.org

4. **Choose Insurance That Matches Your Needs:** Evergreen requires that you have medical insurance that covers you while studying abroad, but allows you to choose your own plan. Plans vary greatly, but it can be important to choose insurance that best supports your health profile and anticipated needs in your specific destination. Mental health coverage, pre-existing conditions coverage, exclusions, prescriptions, deductible amounts, and claims processes are important to understand. Choose wisely and understand how your insurance works so that you can take full advantage of it while understanding its limits.

- **Minimum coverage:** Health: \$25,000, Medical Evacuation: \$100,000, Repatriation: \$25,000
- **Your existing insurance:** Check your policy to see if it is adequate for Evergreen requirements and your travel plans. Combining your policy with a supplemental plan is often a good strategy.
- **Supplemental:** www.iNext.com offers basic student plans for as low as \$39 for a one-year period.
- **Supplemental:** www.myisic.com offers basic student plans. Some limitations for WA residents.
- **Advice:** <https://www.wsaeurope.com/resources/how-to-select-insurance-for-study-abroad-and-traveling/>
- **Advice:** <http://www.transitionsabroad.com/listings/living/resources/healthandsafety.shtml>
- **General Student Traveler:** World Nomads: <https://www.worldnomads.com>
- **General Student Traveler:** CISI: <https://www.culturalinsurance.com/students/>
- **General Student Traveler:** United Health Care: <https://www.uhcsafetrip.com/>

- **General Student Traveler:** HTH Worldwide: <https://www.hthstudents.com/>
- **General Student Traveler:** GeoBlue: <https://www.geobluetravelinsurance.com/>
- **US State Dept List:** <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>
- **IAMAT Guide:** <https://www.iamat.org/travel-health-insurance>
- **The Body: Traveling When You're HIV Positive:** www.thebody.com/index/treat/oi_prev_travel.html?sa.

Housing and Homestays

1. **Resources:** A lot of housing arrangements are taken care of by the program, language school, or organization that you are connecting with overseas. In other cases you must make your own housing plans for part or all of your time overseas. Here are some resources:
 - **Study Abroad Databases:** Many have an Accommodations link, so make good use of these: www.transitionsabroad.com, www.goabroad.com, www.studyabroad.com, www.iiepassport.org and others.
 - **Hostels:** Plan in advance if you will use hostels and acquire youth hostel cards as needed. www.bootsnall.com, www.hihostels.com, www.hostels.com, www.hostelworld.com, en.wikipedia.org/wiki/Hostel
 - **Expatriate Sites:** More of a business professional focus, but lots of useful info at www.escapeartist.com
 - **Home Hospitality Options.** Consider home-based rentals. www.airbnb.com, www.wimdu.com, www.couchsurfing.org, www.hospitalityclub.org, <https://www.vrbo.com/>, <https://www.tripping.com>, <https://www.tripadvisor.com/Rentals> .
 - **Tourism Websites:** Use embassy websites to connect to tourism-related accommodation options.
 - **Camping:** www.itravelnet.com/directories/camping.html, www.camptheworld.com.
2. **Personal Preference Housing Forms:** If completing profile forms for homestay or dorm placement, identify the most important factors to you in your housing or roommate preferences. Be willing to be flexible in some areas, but be honest and straightforward about other critical needs. LGBTQ students may want to inquire about LGBTQ-friendly homestays or housing with providers
3. **Students with Mobility Concerns** should inform providers of their specific needs, such as ground floor housing, proximity to school or services, elevators, wheelchair access, etc. Consult with Access Services at Evergreen, at 360-897-6348, LIB 2153, www.evergreen.edu/access. Also check resources offered by Mobility International, whose mission is to support students with disabilities who want to study abroad. www.miusa.org.

Being Culturally Attuned and Informed

1. **Inform yourself** as thoroughly as you can about your destination countries and cultures. Reflect on your role as an ambassador and good global citizen. Prepare to leave your comfort zone, surrender assumptions and embrace differences.
 - Country Information: www.transitionsabroad.com/listings/living/resources/country_information.shtml.
 - Country Information: <http://www.everyculture.com/index.html>
 - Country Information: www.kwintessential.co.uk/resources/country-profiles.html
 - World museums: en.wikipedia.org/wiki/List_of_museums
 - Holidays: www.bank-holidays.com
 - CIA World Fact Book: www.cia.gov/library/publications/the-world-factbook/index.html
 - Ethical Traveler: www.ethicaltraveler.org
2. **Cultural Adjustment Expectations:** Prepare yourself for cultural adjustment issues by checking out a great interactive website on the topic which was prepared by the University of the Pacific. This website offers great scenarios around cultural misunderstandings, faux pas, cultural advice and interactive self-tests. www2.pacific.edu/sis/culture.