



### Study-Abroad Checklist for Coordinator

Advisor/Coordinator: \_\_\_\_\_ Country of Study: \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

#### Pre- Departure

- Attended first step advising appointment
- Apply for passport/visa
- Apply for an International Student Identity Card
- Get medical records/insurance up-to-date
- Complete require immunization if applicable (prescription)
- Complete all applications required

#### Academic

- Meet with Academic Advisors regarding credit for study
- Register for upcoming semester before leaving
- Get letters of recommendation
- Credits of the Study-Abroad approved by faculty responsible/registrar office
- Learn about host country's culture, customs and traditions
- Establish a means of communication between host universities and Gallaudet University

#### During Program

- Planned methods of keeping financial records (e.g. receipts)
- Distribute and collect evaluation forms
- Have Crisis Management, Incident Report forms etc

#### Return from Trip

- Submit grades to registrar office
- Provide summary of study to CIPS
- In conjunction with CIPS organize a presentation to the campus community.