PENN SUMMER ABROAD
TRAVEL PREPARATION CHECKLIST

This is a general list of things to do/think about/research as you prepare for your summer abroad. The Penn Summer Abroad Student Handbook available from www.upenn.edu/summerabroad gives more details. Program Directors may also provide more country-specific information.

PENN ADMINISTRATION

☐ Discuss study abroad plans with appropriate school advisor.
☐ Complete Statement of Committal and pre-departure documents by noted deadlines.
  ○ Penn-in-Venice students only: Submit 5cm x 5cm passport style photo with pre-departure forms
☐ Attend mandatory program-specific orientations (dates will be announced). Visiting students who are unable to attend will be sent the materials that are covered in the orientation.
☐ Confirm your Summer Abroad registration in Penn’s Global Activities Registry and enter flight information.
  ○ Visiting students: set up your PennKey and become familiar with how to access your student account and other Penn electronic resources.

TRAVEL PREPARATION

☐ Apply early for a passport or make sure your current one is valid for at least 6 months past your return date.
☐ Make flight arrangements (travel and trip cancellation insurance is recommended!). If you wish, you may coordinate with others in the program to travel together. The program will provide specific instructions for how/when to meet up with your study abroad group.
☐ Check visa requirements with the consulates of the country(s) you will be visiting. Obtain visa as needed.
☐ If non-US citizen, consult an international student advisor.
☐ If you will arrive before program housing is available, arrange for temporary accommodations.

FINANCIAL MATTERS

☐ Plan your budget. Refer to program cost sheet on the website. Bring an emergency fund (minimum $400).
☐ Apply for Student Summer Term Financial Aid (if applicable).
☐ Discuss a plan with your family for getting more money in the case of an emergency. Check Western Union details and service fees, credit card services, and ATM availability.
☐ Plan to bring appropriate credit cards, bank cards, and travelers checks.
☐ Research your credit/debit card for any additional fees that may be applied when using these cards abroad.

HEALTH AND SAFETY

☐ Inform yourself of health & safety issues and discuss them with your family.
☐ Schedule a physical examination with your doctor or at the Student Health Center (required for pre-departure form). Make sure you receive all appropriate vaccinations.
☐ Review your health insurance plan to understand what it covers while you are abroad. Purchase additional coverage if needed. Take insurance card with you.
☐ Become familiar with the International SOS website and their resources. All program participants are automatically covered by Penn’s group policy. You still need your regular health insurance but International SOS includes emergency evacuation. www.internationalsos.com. Log in with 11BSGC000012.
☐ Make arrangements to have medications, prescriptions, saline solutions, extra eye-glasses, etc. ready to take with you. Pack it in your carry-on luggage. It should be in the original, properly labeled containers.
☐ U.S Citizens register on-line with the U.S. State Department. https://travelregistration.state.gov/ibrs/ui/ International students register with the equivalent or your embassy in the host country.
☐ Write down important phone numbers, including the program director’s cell phone, the embassy, International SOS, Penn Summer Abroad office and Penn Police. Carry it with you at all times. Share these numbers with your parents/guardians.
☐ Arrange for an international calling card and/or make plans to purchase a cell phone abroad.