

Pre-Departure Checklist

Augsburg Abroad · Office of International Programs



Academic Year, Semester & Summer Programs

Pre-Departure Forms

Upon acceptance to the program, you are responsible for completing the following by these deadlines and handing them in to:

Augsburg Abroad
The Office of International Programs
Augsburg College
2211 Riverside Ave., Box # 307
Minneapolis, MN 55454
fax: 612.330.1695

- Medical Form** (not CGE students)
See form for instructions.
- Study Abroad Contact Form** (not CGE students)
It is important that we know how to reach you after you leave campus and before you depart for your country. If you will not receive your international address until shortly before departure, include the program's international contact information.
- Drop/Add Forms (2)** (everyone but NOT required for summer study abroad students)
Students must leave two signed copies of the Registrar's Drop/add form in order to register for Augsburg courses on-campus the semester you return. Students who have not left a signature on-file will not be able to register for courses in the following term while abroad. Fill in your Name, ID and sign at that bottom. Forms can be obtained from the Enrollment Center or at <http://www.augsburg.edu/enroll/forms/add.pdf>.
- Attend Pre-Departure Orientation** (everyone)
Attend the required study abroad orientation.

For Spring Abroad:

Saturday, November 22, 2008; 10:00 a.m. – 1:00 p.m.

For Summer and Fall Abroad:

Saturday, April 18, 2009; 10:00 a.m. – 1:00 p.m.

Students APPLYING Financial Aid to Study Abroad

- Cost Estimate Form** (everyone)
 1. Meet with Leah Spinosa de Vega in Augsburg Abroad, who fills out the form before you sign it. You **MUST** bring a breakdown of costs (provided by your program) to the meeting. Contact your program to get this.
 2. Set up a meeting with Financial Aid to hand in the Cost Estimate form and talk about:
 - Power of Attorney
 - Credit Refund form

Special Instructions for Augsburg College Programs:

Center for Global Education (CGE)

Students **ONLY** need to hand in 2 Drop/Add forms.

Summer Mexico students only need to get CGE's pre-departure forms to CGE. Augsburg Abroad does not require forms unless you are using financial aid.

International Partners

Students going to Norway should work with Nadia Christensen for your visa paperwork.

Campus Forms & Planning

The following steps will help you prepare for going abroad and coming home.

Payment & Financial Aid Issues

- ❑ Pay any required Program Deposit(s) directly to your program by their designated date.
- ❑ Submit the Credit Refund form to Enrollment Center, if you expect to have credit on your account.

Housing

- ❑ **Contact Housing Specialist**, Cyndy Rowe
She can assist you with the process to obtain housing for your return semester to Augsburg.
rowe@augsborg.edu, Tel: (612) 330-1488.
 - To obtain housing for **return to campus spring semester**, contact Cyndy Rowe by **November 1st** while you are abroad during the fall.
 - To obtain housing for **return to campus fall semester**, contact Cyndy Rowe before you depart for your spring semester abroad.

Mailroom/Campus Mail Box

Your campus mailbox will be suspended while you are abroad. If you wish to leave a forwarding address for your mail, be sure to contact the Mailroom. Without a forwarding address your mail will be returned to the sender. Your campus mailbox will be open again upon your return to campus.

Additional Pre-Departure Planning

- ❑ **Passport & Visa**
You will need to apply for a passport, if you have not done so already. Please refer to the Passport Information sheet for details. Some countries will require that you also obtain a student visa to study in their country. Check with your program for requirements and guidance.
- ❑ **Visiting your doctor or a travel doctor**
Check on the required vaccinations for your study abroad experience in your program's information and on the Center for Disease Control website (CDC). Contact your healthcare provider as early as possible prior to departure for a travel clinic visit. You can locate a list of certified travel clinics on the web at: <http://www.health.state.mn.us/divs/dpc/adps/immprov.htm>, or by calling the Minnesota Immunization Hotline: 612-676-5100 or 1-800-657-3970.
- ❑ **Graduating seniors**
If you are a graduating senior accepted to study abroad, be sure to apply for graduation either before you leave or immediately upon return. Contact the Registrar's Office with questions. If you need to reserve a cap and gown, contact Laura Forgey in the bookstore – forgey@augsborg.edu, 612-359-6491.