

CHECKLIST 2: Practical Requirements

Before completing *Tick Off to Take Off*, use this checklist to tick off your progress and ensure that you have met all the requirements for Part 2.

PASSPORTS, VISAS AND RESIDENCE PERMITS

Have you:

- ☐ Made sure your Passport is valid for 6 months after your study abroad period ends?
- ☐ Given a copy of the back page of your passport to your Study Abroad Adviser?
- ☐ Checked your Partner University acceptance pack for information about police registration upon arrival?

If you are going to Turkey, have you:

- ☐ Received your Acceptance Letter and checked to see that all of your details are correct?
- ☐ Downloaded a visa application form from the Turkish Consulate website, or written to the Consulate to request that one be sent to you?
- ☐ Made an appointment for a visa using the online appointment service?
- ☐ Completed the visa application form before your interview, and prepared the relevant supporting information:
 - Completed Application Form
 - Proof of Finances
 - Passport
 - Passport Photograph
 - Application Fee
 - Self-Addressed Envelope
- ☐ Attended the appointment at the Turkish Consulate?

INSURANCE

Have you:

- ☐ Applied for a European Health Insurance Card (EHIC)?
- ☐ Purchased fully comprehensive medical and travel insurance?
- ☐ Obtained a copy of your immunisation record?
- ☐ Had an eye test and dental check up before going abroad?
- ☐ Arranged to get a copy of any prescriptions that you will need to take whilst abroad?

TIPS FOR SUCCESSFUL TRAVELLING

Have you:

- ☐ Obtained your visa (if applicable) and purchased insurance before booking your flight?
- ☐ Checked which airport is closest to your Partner University?
- ☐ Checked the semester dates of your Partner University?
- ☐ Shopped around for a flight that arrives during office hours?
- ☐ Applied for an ISIC card?
- ☐ Purchased a travel guide and researched your destination fully before departure?
- ☐ Considered what essential items you will need to pack in your hand luggage and checked baggage? Remember to check the Department of Transport's website for information on hand baggage restrictions.
- ☐ Made a list of all of the documentation that you will need to take with you in your hand luggage?
- ☐ Checked the baggage restrictions of your airline?

- ☐ Thought about the best way to transport your money and checked procedures for accessing your account from overseas with your UK bank?
- ☐ Found out how to access your home university email (webmail) account off-campus?
- ☐ Told your family and friends about Telediscount and considered the most appropriate way to keep in touch once you're abroad?
- ☐ Made a note of the international dialling codes needed to call the UK from your host country and vice versa?

LEA, LOANS and RELEASE OF INFORMATION

Have you:

- ☐ Notified your LEA that you will be studying abroad?
- ☐ Indicated on your Loan Form that you will be overseas for a semester/year?
- ☐ Completed a Release of Information Form and handed it in to your Study Abroad Adviser?