

# search&apply study abroad checklist

OFFICE OF  
INTERNATIONAL  
EDUCATION

70 Harvey Hall  
715.232.2132  
[uwstout.studioabroad.com](http://uwstout.studioabroad.com)  
[studyabroad@uwstout.edu](mailto:studyabroad@uwstout.edu)  
<https://bit.ly/StoutOIEBooking>

## start your journey: 12 months prior to planned departure

- List your goals: academic, professional, and personal
- ★ Identify priorities: location, language, program type, timeframe, courses
- ★ Work out your initial budget
  - Attend the study abroad fair to learn about program options
- ★ Begin looking at study abroad programs on our website

- ★ Chat with a Study Abroad Advisor
  - Drill down on your goals
- ★ Compare top-choice programs: requirements (e.g., GPA, calendar) and features (e.g., airport pick-up, buddy program, included excursions)
  - Go to our YouTube channel and watch videos in the "Learn How" playlist
  - Discuss your ideas with family members and friends

- Speak with study abroad alums from your top-choice programs
- ★ Talk with your Academic Advisor, Program Director, and/or Minor Advisor: ask about popular programs for your major, timing, and courses
  - Work out a course plan for remaining semesters, considering those you'll take abroad
- ★ Choose a program

- ★ Start your application
- ★ Complete the Proposal for Transferred Credits Form, including signatures
  - Meet with the Financial Aid Office to discuss financial aid package
- ★ For international programs, apply for a passport or renew passport (must be valid for ≥6 months after end of program)
  - Identify potential scholarships from online list and apply by deadlines

- Research the host country
- Start following local news of the host country
- Read a book and watch a movie about the host culture
- Start a crowdfunding campaign or savings plan
- ★ Complete application by or before deadline

apply: 6 to 4 months prior to planned departure | key: ★essential •optional

# prepare2depart study abroad checklist

OFFICE OF  
INTERNATIONAL  
EDUCATION

70 Harvey Hall  
715.232.2132  
uwstout.studioabroad.com  
studyabroad@uwstout.edu  
<https://bit.ly/StoutOIEBooking>

begin your preparations: 6 to 4 months prior to departure

- ★ Once application is accepted, log in to review post-acceptance requirements
- ★ Communicate with Study Abroad Advisor to understand next steps (e.g., any documents or tasks required by the host institution, visa requirements)
- ★ For international programs, if you haven't already, apply for a passport or renew passport (must be valid for ≥6 months after end of program)
  - Look for scholarships still accepting applications and apply by deadlines

- ★ Book flight
- ★ Apply for visa, if needed, using Visa Letter from the Study Abroad Office
- ★ Coordinate housing in host country
- ★ Register for classes through host institution
- ★ Complete online orientation and quiz and other required forms for UW-Stout

- Research the host country and gather travel tips/ideas, and determine if any advanced planning like purchasing a Euro Rail Pass is needed
- Brush up on foreign language skills
- ★ Keep your grades up and avoid conduct issues that could jeopardize eligibility
  - Keep up savings plan and/or encourage donations to crowdfunding campaign

- ★ Attend Pre-departure Orientation
  - Contact bank to confirm whether ATM card will work abroad and the fees
  - Make sure you have access to banking information online
  - Apply for an international student ID card for hostel, museum, etc. discounts
  - Apply for a travel rewards credit card with no fees, if you don't have one
- ★ Register with Smart Traveler Enrollment Program

- ★ Get physical, vaccinations, and prescriptions valid for duration of program
  - Grant Power of Attorney to help manage financial, legal, and health matters
- ★ Order or reserve textbooks
- ★ Give notice to employers, landlords, etc. and submit USPS change of address

- ★ Contact cell phone carrier to ask about coverage abroad and the fees
- ★ Alert banks and credit card companies to your departure
- ★ Get traveler's checks and local currency (\$100-\$200 with some smaller bills)
- ★ Establish travel itinerary (i.e., know how you're getting from airport to school)
- ★ Make sure you have everything on your packing list (see ours for inspiration)

say your goodbyes: 1 month prior to departure | key: ★essential • optional

# leave&return study abroad checklist

OFFICE OF  
INTERNATIONAL  
EDUCATION

70 Harvey Hall  
715.232.2132  
[uwstout.studioabroad.com](http://uwstout.studioabroad.com)  
[studyabroad@uwstout.edu](mailto:studyabroad@uwstout.edu)  
<https://bit.ly/StoutOIEBooking>

## get ready, get set ... : 1 week prior to departure

- ★ Pack (see our list for inspiration)
  - Download helpful travel apps to your phone
  - Give family members and key friends your itinerary, emergency contact information, and your contact information in host country
- ★ Confirm flight
- ★ Copy important documents to bring with you and leave copies with family members: passport, visa, student ID, driver's license, credit/debit cards
- Call your family members when you arrive safely
- ★ Attend orientations, excursions, group meals, and other events offered by the host institution
  - Be aware of your surroundings
  - Be open to making local friends
  - If you need assistance, ask for it
- Keep the stages of culture shock in mind, practice good self care, and ask for assistance if you need it
- ★ Share your contact information with a local friend when you go away (e.g., day trips, weekend excursions)
- ★ Continue monitoring your Stout email account and StoutAccess account, and be sure to pay any fees and complete any forms or processes (e.g., registering for classes for the semester you return) by the deadlines
- ★ Keep your grades up and avoid conduct issues that could jeopardize eligibility
- ★ Pack
- ★ Pay all remaining balances to the host institution/housing
  - Buy small gifts for family members and friends at home
- ★ Check on the process to receive your transcript from the host institution
  - Say your thank you's and get your friends' contact information
  - Bring a little local currency to the airport, in case you need it during a layover
- Notify host family members and/or host country friends when you arrive safely
- Keep in mind reverse culture shock can be harder than you expect
- ★ Follow up with your Advisor, Transfer Coordinator, and Study Abroad Advisor when your transcript arrives from the host institution on the transfer of credits
  - Update your resume, with help from Career Services
  - Promote study abroad to your peers (see our website for ideas)

readjust: 1 month and beyond the return home | key: ★essential ●optional

# study abroad packing list

OFFICE OF INTERNATIONAL EDUCATION

70 Harvey Hall

715.232.2132

[uwstout.studioabroad.com](http://uwstout.studioabroad.com)

[studyabroad@uwstout.edu](mailto:studyabroad@uwstout.edu)

<https://bit.ly/StoutOIEBooking>

## carry on

- Travel backpack with lock
- Day pack or cross-body purse (anti-theft style)
- Passport and visa (if applicable)
- Tickets and/or confirmations
- Emergency contact information and addresses and phone numbers of destination contacts
- Wallet with traveler's checks, US\$ and local cash, debit/credit cards, CISI card, and Stout ID
- Copies of passport, visa, IDs, credit/debit cards
- Phone and laptop with cases and chargers
- Digital camera and charger
- Headphones with cord to connect on the plane
- Portable power bank
- Adapter or converter
- Prescriptions
- Glasses and case and/or contacts and container
- Watch and valuables
- One change of clothes
- Jacket
- Travel towel or blanket
- Travel-size toiletries, toothbrush, and lip balm
- Mask
- Travel tissue pack
- Hand sanitizer
- Neck pillow, eye mask, and/or ear plugs
- Snacks

## suitcase (short term program)

- Medium/Large suitcase (4 wheels recommended) with lock
- Small backpack for school with lock
- Wristlet wallet or money belt
- Good book, journal, maps, guidebooks, and small foreign language dictionary
- Pictures of family and friends
- Playing cards
- Water bottle (collapsible recommended)
- Additional adapters/converters
- Additional headphones with charger
- Flash drive
- Over-the-counter medicines (pain/fever, cold, nausea/heartburn, allergies) and vitamins
- Additional masks
- Contacts and solution for duration of program
- Sunglasses
- Umbrella
- Non-valuable jewelry
- Clothing and shoes for 1 week (see page 2)
- Toiletries (see page 2)
- School supplies: notebooks and pens/pencils
- Copies of other documents: class schedule, Proposal for Transferred Credits, etc.
- Resealable plastic bags (various sizes)

## suitcase (long term program)

In addition to the items listed in the two columns above, also bring the following:

- Favorite American candy/snack for homesickness

- Gift(s) for host family members
- Sheet sleep sack and pillowcase (for hostels)
- Clothing for 2-3 weeks and different seasons (see page 2)

# study abroad packing list

OFFICE OF INTERNATIONAL EDUCATION

70 Harvey Hall

715.232.2132

[uwstout.studioabroad.com](http://uwstout.studioabroad.com)

[studyabroad@uwstout.edu](mailto:studyabroad@uwstout.edu)

<https://bit.ly/StoutOIEBooking>

## clothing

- 5 casual short-sleeve shirts
- 5 'nicer' short-sleeve shirts
- 2 tank tops
- 2 'nicer' long sleeve shirts
- 2 sweaters
- 2 sweatshirts/hoodies/fleeces
- 2-3 pairs of jeans
- 2 pairs of 'nicer' trousers (or skirts or dresses)
- 3 pairs of sweatpants or leggings
- 3 pairs of shorts
- 3 sets of workout clothes
- 3 pairs of pajamas
- 1 raincoat
- 1 light coat (perhaps blazer or formal jacket)
- 1 fall or winter coat
- 1 hat
- 1 scarf
- 1 pair of gloves
- 1 pair of nice sneakers
- 1 pair of exercise/running shoes
- 1 pair of flip flops
- 1 pair of formal shoes
- 1 pair of boots with waterproof spray
- 1 pair of sandals or flats (optional)
- 1-2 belts
- A few accessories
- 1 bathing suit and cover-up
- 14 pairs of underwear and socks
- 3-4 bras and 3 sports bras

NOTE: Quantities above are suggestions for a long term program and should be reduced by at least half for a short term program.

## toiletries

- Shampoo and conditioner
- Body wash with washcloth/loofah
- Face wash
- Shaving supplies
- Deodorant
- Hairbrush/Comb
- Toothbrush and charger (if electric), toothpaste, dental floss, and mouth wash
- Sunscreen and moisturizer for face and body
- Body spray, perfume, or cologne
- Tweezers and nail clippers with nail file
- Cotton swabs
- Travel size anti-wrinkle spray
- Insect repellent
- Hair accessories
- Makeup and remover
- Feminine hygiene products, esp. tampons (may be difficult to find in some countries)

DO NOT BRING a hair dryer, curling iron, or straightener, as they often blow out even with an adapter; instead, buy when you get there

## packing tips

- Pack light - don't bring more than you can carry!
- Pack clothes that mix and match and layer well
- Pack for the weather and seasons of the host country plus any other places you plan to visit
- Avoid clothes that wrinkle easily
- Avoid clothes that may offend the host culture
- When in doubt, choose comfort over style
- Leave space for souvenirs and purchases