

# UCSB EAP Pre-Departure Checklist

## EAP LOGISTICS

- Complete all UOEAP online pre-departure packet materials by the deadlines. You may access your packet here [http://www.eap.ucop.edu/current\\_participants/](http://www.eap.ucop.edu/current_participants/) when available. **Failure to submit all documents by the deadlines may result in your withdrawal from the program!**
  - Read both the General EAP Information Guide and the Country-Specific Guide. Both guides are available online only and could be accessed at [http://www.eap.ucop.edu/current\\_participants/](http://www.eap.ucop.edu/current_participants/) and in your online pre-departure packet materials.
  - Fill out the “Save Your Life” sheet & take it with you abroad.
  - Attend Financial Aid meeting (optional). Date/Time: \_\_\_\_\_
  - Turn in EFT Authorization Form to UOEAP
  - Send payments to UOEAP (for instructions- see payment coupons [http://www.eap.ucop.edu/current\\_participants/](http://www.eap.ucop.edu/current_participants/) ). 1<sup>st</sup> payment due: \_\_\_\_\_ Students who will receive financial aid do not need to make the 1<sup>st</sup> payment.
  - File a Power of Attorney and give copies to the Campus EAP Office anytime before departure.
  - Leave copies of important EAP contact information (including Study Center info, EAP website, and emergency numbers) with parents or other primary contact in the U.S.
  - Pay all bills (e.g. BARC) before you leave.
  - Change local address to permanent address on GOLD & update EAP with any address changes, including email. Also, update your contact information on myEAP.
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## HEALTH LOGISTICS

- Review the UCSB EAP Health Clearance instructions. [www.eap.ucsb.edu/healthclearance](http://www.eap.ucsb.edu/healthclearance)
  - Make an appointment to have a health clearance. Appt date/time: \_\_\_\_\_
  - Make a travel clinic appointment if necessary. Appt date/time: \_\_\_\_\_
  - Go to the Center for Disease Control website to find out about health risks and recommended inoculations for your host country and any countries you plan to travel to while abroad: <http://www.cdc.gov>.
  - Get any inoculations or medications necessary for your time abroad (this includes vision prescriptions).
  - Read over the EAP insurance and decide if you would like to extend coverage or buy additional travel insurance.
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## TRAVEL LOGISTICS

- Make sure your passport is valid for at least 6 months after your latest possible return date.
- Follow the instructions in your UOEAP packet to apply for a visa. Apply no later than \_\_\_\_\_
- Make travel arrangements – buy an airplane ticket either on your own or with the group flight if available.
- Go to the State Department website and read any travel warnings for your host country or countries you plan to travel to <http://travel.state.gov> .
- Contact returnees or reciprocity students about questions regarding your host country or university.
- Read guidebooks – i.e. Insight Guides, Culture Shock, or Lonely Planet series on your host country.
- Contact your bank to be certain that your PIN numbers for ATM and credit cards will be valid abroad.
- Photocopy important travel documents and write down numbers of credit cards. Leave copies of this information with your parents or other primary contact in U.S. and take copies with you abroad.