

## Exchange Program Pre-departure Checklist

- Read the IPO pre-departure information booklet
- Register for your semester abroad through your Memorial Self-Service account
- Pay tuition and fees as per usual to MUN by the first day of classes at the St. John's campus
- Make arrangements to receive your student loan (if applicable)
- Email the list of courses you plan and course outlines/descriptions to take at the partner institution to Ying Zhang, Manager of International Programs, (B.Comm/BBA/iBBA/MBA) for approval
- Register for courses at your host institution
- Purchase adequate health insurance coverage for your entire stay abroad, i.e. MCP out-of-province coverage (if applicable) & international health insurance (e.g. MUNSU/GSU, Blue Cross, Travel Cuts, Global Guard or from your host institution)
- Determine whether you require any vaccinations
- Determine how you will access money while abroad (ask your bank for advice)
- Set up online banking (if you have not done so already)
- Notify your bank and credit card company that you will be travelling abroad
- Register your valuables (e.g. laptop, iPod, etc.) with Canadian Border Services at the Sir Humphrey Gilbert Building; (165 Duckworth St., 6<sup>th</sup> floor; phone: 772-5544) – see pg. 7 of your pre-departure handbook for further details
- Research what you will need to bring with you (e.g. warm clothing, umbrella, etc.) and pack wisely. You may need to pack for two or more seasons!
- Bring any necessary prescriptions and medications
- Submit program waiver form, student agreement, health checklist and health statement and release forms to IPO
- Leave a copy of your travel documents (itinerary, passport & visa) with friends/family & the IPO. Make sure to bring copies for yourself (kept in separate locations than the originals)!
- Research your destination and any travel you are planning (travel reports & guidebooks)
- Register with ROCA (Registration of Canadians Abroad): <http://travel.gc.ca/travelling/registration>
- Make arrangements to pick up the key to your residence/apartment upon arrival
- Keep your passport, visa and/or acceptance letter on you when you travel to your host country (in a safe place!)
- Be prepared for jet lag & culture shock
- Optional: bring token or gifts for professor, buddy, etc. Bring photos from home

## Arrival Checklist

- Keep track of costs. Budget accordingly!
- Contact International Program Office (IPO) to confirm that you have arrived ok
- Email your academic advisor regarding any course changes
- Email or phone Ying Zhang, Manager of International Programs, if you have any questions or problems
  - Tel: 001 709 864 4504
  - Email: [yingz@mun.ca](mailto:yingz@mun.ca)
- Lecture styles may be different; however, you are expected to attend classes
- Promote Memorial. You are an ambassador for the province and the university!
- Remember to follow outlined safety & security advice
- Update your ROCA account with any travel plans
- Do not carry or leave in your room large amounts of cash. Open a bank account or withdraw cash with your bank card as needed.
- Keep track of costs. Budget accordingly!