

OIR STUDENT MOBILITY CHECKLIST

STUDENT NAME:

DATE:

EXCHANGE PROGRAM:

EVERY STUDENT WHO WILL BE ENGAGING IN A MOBILITY PROGRAM SHOULD CONSULT WITH THE OFFICE OF INTERNATIONAL RELATIONS (OIR) FOR PRE-TRAVEL PREPARATIONS, TRAVEL, AND POST-TRAVEL EVALUATION. THIS CHECKLIST ORGANIZES THE TASKS THAT SHOULD BE ACCOMPLISHED BEFORE, DURING, AND AFTER TRAVEL. PLEASE INITIALIZE YOUR NAME (STUDENT) ONCE EACH TASK IS COMPLETED..

PRE-TRAVEL

___ I HAVE ACQUIRED TRAVEL INSURANCE

___ I HAVE ACQUIRED A VISA (IF NEEDED)

___ I HAVE ACQUIRED AN AIRLINE TICKET

___ I HAVE FILLED OUT, AND LEFT WITH OIR, THE "EXCHANGE STUDENT REGISTRATION FORM" WITH ALL THE SIGNATURES

___ I HAVE CONSULTED WITH PREVIOUS STUDENTS WHO DID THIS SAME MOBILITY (IF ANY)

___ I HAVE ARRANGED FOR TRANSPORTATION AND ROOM-AND-BOARD AT MY DESTINATION

DURING TRAVEL

___ I HAVE SENT OIR PROOF OF REGISTRATION THAT OIR WILL FORWARD TO REGISTRAR'S OFFICE WITH THE "EXCHANGE STUDENT REGISTRATION FORM"

POST-TRAVEL

___ I HAVE SUBMITTED MY OFFICIAL GRADES FROM THE PARTNERING INSTITUTION TO THE REGISTRAR'S OFFICE

___ I HAVE SUBMITTED A PETITION (IN CASE OF CHANGES TO THE STUDY PLAN AT THE HOST INSTITUTION) TO THE REGISTRAR'S OFFICE

___ I HAVE DONE AN EXIT SURVEY WITH NDU-OIR