PRE-DEPARTURE CHECKLIST												
	OCTOBER		NOVEMBER		DECEMBER (departure in January)		JANUARY (departure in February)		FEBRUARY (departure in March)		MARCH (departure in April)	
	1-2 week	3-4 week	1-2 week	3-4 week	1-2 week	3-4 week	1-2 week	3-4 week	1-2 week	3-4 week	1-2 week	3-4 week
Estimated monthly expenses and calculated the budget for the whole stay broad												
Registration procedures												
Studied carefully the website and handbook of the host university												
Checked with the living conditions												
Completed the online registration at the host university												
Applied for the dormitory/found the accommodation to rent												
Found out of Orientation session days organized by the host university												
Registered for the Orientation session												
Registered for the courses												
Visa issues												
Got familiar with the requirements for visa application on the website of the embassy												
Made sure that all my documents (for example, the international passport) are valid during the required time period												
Found out if I needed to make an appointment at the visa application center. Scheduled the appointment in case I needed.												
Received an acceptance letter from the host university												
Checked the requirements for medical insurance and how to get it												
Got the medical insurance												
Booked the airplane tickets (preferably, refundable)												
Prepared the documents for the visa application												
Submitted the documents for visa												
Before the departure												
Handed out the copy of acceptance letter to the Study Office, wrote notification of participating in the exchange program, updated the individual study plan if that was needed												
Found out about the opening hours of the International Study Office at the host university												
Found out how and when I should check in the accommodation												
Got my Buddy’s contacts and inform him/her about my arrival date												
Checked the baggage policy												
Prepared all the necessary things and medicines I will take abroad												