

Checklist for Students Going on a Semester Exchange

- ☐ Receive **advising** from the Study Abroad Office (**bring copy of transcript**) and your academic advisor
- ☐ Fill out and submit [General Application online](#)
- ☐ Fill out and submit [Scholarship Applications online](#)
- ☐ Submit **Transcript** to the Study Abroad Office
- ☐ Fill out and submit [Health Form](#)
- ☐ Fill out and submit [Travel Release](#)
- ☐ Fill out and submit [Code of Conduct/Liability](#)
- ☐ Submit required documents to **host university** (i.e. Application form, housing, etc.)
- ☐ Submit a color copy of [Passport](#) to the Study Abroad Office (by email or coming to by the office and letting us make a copy)
- ☐ Apply for **Visa** once you have been accepted by host university and submit a copy to the Study Abroad Office
- ☐ Fill out and submit [Course Equivalency Form](#)
- ☐ Attend **Pre-Departure Orientation Online**
- ☐ Book flight and submit [Flight Itinerary](#)
- ☐ Make **housing arrangements** (hostel, dorm, apartment, etc.)
- ☐ Register in the [Smart Traveler Program](#) and download the **International SOS app**
- ☐ If recommended/require have the correct [Vaccinations/Immunizations](#)
- ☐ Pick up from the Study Abroad Office the **Insurance Card and Study Abroad T-Shirt**
(Given to students only after all forms are turned in and you have been accepted by the host university)

***Students are required to comply with all the requirements listed above**

****All forms and links can also be found on the study abroad website under the forms tab***

*****The Study Abroad Office encourages students to become familiar with their host country's local culture, custom, transportation options, climate for the duration of your program, and any other information deemed relevant, prior to departure, to ensure a safe and pleasant study abroad experience.**

Office of Study Abroad

John Gray Center, Herman Iles Building A, Room 108A

Website: www.lamar.edu/studyabroad Phone: 409-880-7060 Email: studyabroad@lamar.edu