

Pre-Departure Checklist for Student Exchange Program

Dear [Student's Name],

As you prepare for your exciting journey as part of the Student Exchange Program, please review the following pre-departure checklist to ensure you have everything in order:

Documents

- Valid Passport
- Visa (if required)
- Acceptance Letter from Host Institution
- Insurance Policy Documents
- Emergency Contact Information

Packing Essentials

- Clothing suitable for the climate
- Personal toiletries
- Medications (if necessary)
- Electronics and chargers
- Notebook and stationery

Financial Arrangements

- Set up a local bank account (if needed)
- Currency Exchange
- Budget plan for your stay

Transportation

- Flight tickets
- Local transportation arrangements

Health & Safety

- Health check-up and vaccination
- Inform family/friends of your itinerary
- Familiarize yourself with emergency procedures at the host country

We wish you a safe and enriching experience abroad!

Sincerely,
[Your Name]
[Your Position/Title]
[Organization Name]