PRE-DEPARTURE CHECKLIST										
	MAY		JUNE		JULY (departure in August)		AUGUST (departure in September)		SEPTEMBER (departure in October)	
	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
Estimate monthly expenses and calculate the study abroad budget										
Application & Registration Procedures										
Carefully study the host university information: website, handbook, etc.										
Check accommodation options										
Complete the online application/ registration form at the host university										
Apply for the dormitory/secure the accommodation										
Check Orientation session days organized by the host university										
Register for the Orientation session										
Register for the courses										
Visa Procedures		•	•	•				•		
Get familiar with visa application requirements on the embassy's website										
Make sure that all my documents (e.g. the international passport) are valid during the required time period										
Schedule an appointment at the visa application center, if necessary										
Receive an acceptance letter from the host university										
Check medical insurance requirements and how to get it										
Get medical insurance										
Book airplane tickets (refundable, if possible)										
Prepare visa application documents										
Apply for the visa										
Before Departure		•	•							
At HSE Study Office: submit a copy of the acceptance letter, a mobility application, update my individual study plan (if necessary)										
Check office hours of the International Office at the host university										
Check the dormitory/ rented accommodation check-in procedures										
Get my Buddy's contacts and inform him/her on my arrival date										
Check the luggage policy										
Prepare all the necessities and medicine I will take along										