***WHILE ABROAD CHECKLIST***

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|  | **WHAT** | **HOW** | **WHEN** | **NECESSITY** |
| **□** | [**My Study Abroad account**](https://www.globaleducation.vt.edu/MyStudyAbroad-login.html) | Update your [**My Study Abroad account**](https://www.globaleducation.vt.edu/MyStudyAbroad-login.html) (i.e. address updates/changes) | Every time your study abroad information changes |  |
| **□** | **Safety** | Check our [**safety webpage**](https://www.globaleducation.vt.edu/Students/While-abroad/Safety1.html) |  |  |
| **□** | **Contractual/Consortium Agreement** | [**Submit**](mailto:marielle@vt.edu)(if you haven’t already done so prior to departure) if you want to apply scholarships / financial aid to your study abroad program  *(faculty-led excluded)* | As soon as you’ve registered for your classes at your host institution (no later than 2 weeks after the start of your study abroad program) |  |
| **□** | **Verification of Enrollment** | [**Submit**](mailto:vtabroad@vt.edu) form (form is on your [**My Study Abroad account**](https://www.globaleducation.vt.edu/MyStudyAbroad-login.html) *(faculty-led excluded)* | As soon as you’ve registered for your classes at your host institution |  |
| **□** | **Course changes at host institution** | Email your advisor / dept. representative if you want/need to take different courses  *(faculty-led excluded)* | As soon as you’re choosing new courses  Do not wait until you return to Virginia Tech! |  |
| **□** | **Register for VT classes** | Register through Hokie SPA for the following semester | Check the [**Registrar's website**](http://registrar.vt.edu/dates-deadlines-accordion/Drop-Add.html)  (section Dates & Deadlines) |  |
| **□** | **Items to always carry with you** | Emergency contact information, ID, CISI insurance card, medical information, cash, credit card, charged phone |  |  |
| **□** | **Official transcript from host institution** | Arrange to have it sent to the [**Global Education Office**](https://www.globaleducation.vt.edu/About/Contact.html) (must be in English or accompanied by an official English translation) *(does not apply to faculty-led)* | Right after you study program has ended, and prior to leaving your host country |  |