

CHECK LIST FOR WILLIAMS STUDENTS STUDYING AWAY

- PASSPORT/VISA:** You must have a passport to travel abroad. You will need to apply for a visa after you are accepted to your study away program. These processes are time sensitive so be diligent!
- INTERNATIONAL STUDENT ADVISOR:** for international students regarding F-1 status and I-20 signatures contact [Ninah Pretto](#), Assistant Dean of International Student Services.
- EMERGENCY CONTACT INFORMATION:** it is mandatory that you update your emergency contact information in your Self Service Account in PeopleSoft before departing for study away. Be sure to include cell phone numbers for your contacts and yourself as well as any other pertinent information.
- BURSAR'S OFFICE:** Contact for college bills, continuation of college insurance, [direct deposit](#)
- HOUSING:** turn in room key at Student Life or Paresky Key Drop Box
- FINANCIAL AID:** submit [study away budget](#)
- LIBRARY:** return any books you may have
- LABORATORY:** clean out before departure
- HEALTH CENTER:** meet with [Donna Denelli-Hess](#), Travel Medicine and Health Educator, to discuss health and safety while studying away
- STUDY AWAY (REQUIRED BEFORE YOU DEPART):**
 - [Pre-Departure Webinar](#) and verification (must be submitted by Dec. 1)
 - *International SOS Travel Tracker* [Login](#)
 - [Risk and Release Agreement](#)* (return to Study Away Office)
 - [Health Care Verification](#) (return to Study Away Office)
 - Any medical forms to the Health Center
 - *a second risk agreement specifically when traveling in a country with a US State Dept. travel warning in effect will be provided to you by the International Education and Study Office
- PARESKY MAILROOM:** [forwarding address information](#) and changes
- COURSE PLAN APPROVAL:** Email studyaway@williams.edu with courses you intend to enroll in to be reviewed for Williams credit eligibility. Notify Study Away with any changes in your plans.
- EMAIL:** Check your Williams email frequently before departure and while away for College communications and notifications.
- COMMUNICATION:** Be in direct contact with your approved program regarding pre-departure and arrival specifics.