

# 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!
- STUDY AWAY (REQUIRED BEFORE YOU DEPART):**
  - [Pre-Departure Webinar](#) and verification (note deadlines)
  - [Risk and Release Agreement\\*](#)
    - *\*a second risk waiver is needed specifically when traveling in a country with a US State Dept. Travel Alert in effect. This will be provided to you by the International Education and Study Office if needed*
  - [Health Care Verification](#)
  - Any medical forms to the Health Center
  - [International SOS](#) Travel Tracker: [Login](#)
- COURSE PLAN APPROVAL:** Email [studyaway@williams.edu](mailto: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.
- 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 the Student Records System (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.
- EMAIL:** Check your Williams email frequently before departure and while away for College communications and notifications.
- STUDENT ACCOUNTS:** 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 as well as any suggested vaccinations
- PARESKY MAILROOM:** [forwarding address information](#) and changes
- COMMUNICATION:** Be in direct contact with your approved program regarding pre-departure and arrival specifics.