IGET Pre-departure Essentials Checklist

Pre-departure

Travel

☐ Review all items on the Prepare to Travel Checklist and ensure you understand all information related to travel restrictions, vaccination requirements (including local expiry timeframes if applicable) and public health measures.

☐ Obtain the required documentation (visa, study permit, residency permit, international vaccination certificate etc.) to enter your host country/destination/economy, as well as any destination of transit. International students should also ensure they have obtained the required documentation (student visa, residence permit, etc.) to return to Australia.

☐ Book flights after your activity has been approved by UQ.

☐ International SOS:
  ◊ Register with International SOS
  ◊ Complete the online International SOS (ISOS) Student Travel training modules.
  ◊ Record all travel details (including accommodation) into the International SOS MyTrips portal either:
    o by manually logging into your MyTrips profile or
    o forwarding your itinerary to UQTravel@itinerary.internationalsos.com

Click here for MyTrips user guide.

Any changes to your itinerary pre and whilst travelling must be manually updated in ISOS MyTrips.

☐ Download the International SOS app.

☐ Subscribe to receive Smartraveller SMS alerts for your travel destination(s) the International SOS app.

☐ Organise temporary accommodation if longer term accommodation has not been arranged yet. (e.g. a hotel/youth hostel/university residence)

☐ Arrange how you will get from the airport/train station to your accommodation upon arrival.

☐ Research and understand all transport and accommodation provider's procedures and requirements (airline, rail, hotel, etc.), including documentation and vaccination requirements

☐ Complete the International Travel Declaration Form.

☐ Attend the mandatory Pre-departure Information Session (if provided for your experience).

Health and Insurance

☐ Read the *UQ Travel Insurance for Students* brochure on the Travel Insurance webpage and ensure you have completed any additional requirements, including for pre-existing conditions: Fit For travel form (where relevant), based on your personal circumstances.

☐ Arranged personal travel insurance for any days or activities which are not covered by UQ travel insurance, e.g., private travel before or after UQ approved travel (including for the outbound or return journey where

this is not a logical route and involves a stopover for private travel purposes) (refer to the *UQ Travel Insurance for Students* brochure).

☐ Received all required vaccinations/immunizations.

☐ Completed a medical, dental, and optical check-up.

☐ Have my Medicare card with me for countries that have a reciprocal healthcare agreement.

Mandatory Pre-departure Workflow Requirements

☐ Attend the mandatory Pre-departure Information Session held by IGET.

☐ Receive full acceptance for your experience from the Internships and Global Experiences Team (including a faculty-approved study plan/credit letter if applicable).

☐ Receive your host acceptance letter.

☐ Complete the Travel Details form.

☐ Complete the International Travel Declaration Form.

☐ Maintain academic eligibility for both UQ and your host university (Semester-based exchange only).

Study

☐ Be enrolled in the exchange codes (EXCH) in mySI-net at UQ before you depart for your experience (exchange only).

☐ Register for courses at your Host University as soon as registration opens (study experiences only).

Documents

☐ Have the below documents in your hand luggage:

- Airline ticket/e-ticket/travel bookings
- Passport
- Student visa, residency permit or other entry requirements
- Accommodation address
- Any required prescriptions and a doctor's letter for each prescription
- Extra passport photos

☐ Have a copy of the following documents scanned to your emails/cloud and a hard copy left with a reliable contact at home:

- Airline ticket/e-ticket/travel bookings
- Passport ID page
- Student visa, residency permit or other entry requirements
- Credit/debit cards
- Accommodation address
- Certified copies of ID-related documents such as my birth certificate, proof of citizenship and passport ID page
- Any required prescriptions and a doctor's letter for each prescription
- Bank details
- Extra passport photos

During Travel

IGET Requirement

☐ Regularly check your UQ email address, maintain contact with IGET and respond to check-in and feedback requests in a timely manner.

☐ Update your address in mySI-net

☐ Seek help if needed (academically or personally)

- Host university International Office, professors, or student services, or experience provider
- The Internships of Global Experience team (iget@uq.edu.au)
- UQ Student Services (Counselling Services and/or Student Advisers)

☐ #GetTheEdge with your photos on Instagram

☐ Before you leave your host university / provider (if applicable)

- Pay any host university related fees and bills
- Clarify with host university where your academic transcript will be sent

Health and Travel

☐ Maintain proper hygiene throughout the duration of the trip, including frequent hand washing with soap and water, or use of hand sanitizer with at least 60%-85% alcohol.

☐ Regularly monitor International SOS alerts and SMS messages for changes to all destination/s travel restrictions and requirements.

☐ Offshore students, follow your local government requirements.

Post Travel

IGET Requirements

☐ Submit your official host university academic transcript through your workflow (if applicable)

☐ Share your Experience using the Share Your Experience form in your workflow

Optional Steps

☐ Sign up to become an IGET ambassador

☐ Attend IGET events to share your experience and promote global experiences to future students

☐ Register your experience as a part of the Employability Award

☐ Explore the other opportunities available through UQ's Student Enrichment and Employability Development:

- Become a Student Leader
- Undertake a Student Staff Partnership
- Conduct Summer/Winter Research
- Complete the Employ101x MOOC (Massive Open Online Course)
- Attend a Careers Fair and access Careers Resources and workshops