

PREPARE TO GO

Ready to go? Great! But remember, any outstanding study abroad, financial, and academic issues must be resolved before the due dates listed in the [STUDY ABROAD APPLICATION PORTAL](#) for you to maintain your eligibility to study abroad. It is your responsibility to contact your office of study abroad, student affairs, financial aid, housing, registrar's office, and other departments to complete any pre-departure tasks and to find out what preparations you will need to make for a smooth return to campus after your time away. It is also your responsibility to stay in contact with your home institution while you are away, so you receive important information and updates. Students are expected to check their email on a regular basis. Pitzer students will be contacted via their official Pitzer College email accounts.

The end of the semester is always a busy time with papers, exams, and special events. You should plan to get your passport, have a physical, have photos taken, get signatures and submit your documents now while you still have time to respond to any surprises that may arise. The following list is a guide only.

PRE-DEPARTURE CHECKLIST

- Complete all required items listed on your study abroad application portal. Pitzer students must plan for **DUO log in authentication** while abroad.
- Email yourself a scanned copy of your passport photo page.
- Arrange your **flight** through the Pitzer-designated travel agent.
- Apply for your **visa**, if required.
- Consult with your current **medical insurance** provider to ensure that your coverage is valid abroad and in the US for the duration of your program. If not, purchase additional coverage.
- Compile a list of names, phone numbers, and email addresses of faculty and staff on campus who you may need to **contact** while abroad.
- Provide a **forwarding address** to the mailroom. Include start and stop dates. Understand you will have a new mailbox number upon your return to campus.
- Update and clean out your **email account**. Change your password, unsubscribe to student lists, and set up folders for non-urgent email that will clutter your inbox and obscure important messages.
- Meet with your **financial aid** officer, if applicable, to make sure you have submitted all relevant financial aid paperwork, and to learn about procedures for renewing your aid for the semester you return to campus.
- Meet with your **academic adviser** if you have questions about your academic plan and study abroad.
- Learn how you will **register for classes from abroad** for the semester you will return to campus. (If you will be a junior while abroad, you must **declare your major** before you go or you will NOT be able to register for classes from abroad.)
- Submit **housing** forms and designate a proxy for room draw for the semester after study abroad, if applicable.
- Visit your doctor or public health clinic for your **physical** and **immunizations**. Visit your **dentist** before you study abroad.
- Register** with the **US Department of State** Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> before you depart the US. Review **travel warnings**, if applicable.
- Complete your **pre-departure reading** and coursework, if applicable.
- Discuss **emergency contact procedures** with your family and friends.

- Authorize trustworthy individual(s) in the US to access and make changes to your **bank accounts and credit cards** in the event your cards are lost or stolen. Notify your bank and credit card companies of your travel plans. Depending upon your circumstances you may wish to set up a **power of attorney**.
- Shop and pack **lightly**. Leave room for items you will acquire when abroad.

WHAT TO BRING

ESSENTIAL DOCUMENTS AND ITEMS

- Your **passport** valid for **at least six months past the end of the program** and two photocopies carried separately from your passport in other suitcases or wallets. Leave an additional copy at home with your parent or guardian.
- Your **airline ticket**
- Credit and ATM cards**
- Passport-sized **photographs (optional)**.
- Proof of **COVID-19 vaccination/booster**
- Your **medical insurance information**.
- Important **contact information** for your home institution.
- This **handbook** and any other pre-departure reading materials. Make sure you have a printed copy of the Emergency Contact Information, arrival information and contact information for the travel agent in your carryon bag – or add it to your contacts in your cell phone.

CLOTHING, MEDICINE AND MISCELLANEOUS

What you bring is really an individual matter. It depends upon how much luggage you want to carry (the lighter the better) and what you plan to do, and independent travel after the program. Review your information for best practices for your program and time of year you'll be abroad.

STUDENT COMMUNICATION RESPONSIBILITIES

READ YOUR EMAIL

Before, during, and after your study abroad experience, someone from the Office of Study Abroad and International Programs or another Pitzer College office may contact you with information about orientation, health, safety, academic, finances, or other matters. Faculty may need to contact you about academic issues, invitations to do a senior thesis, etc. **For Pitzer students, the official means of contacting you will be your Pitzer College email account.** For non-Pitzer students, we will use the email you provided in your application in your study abroad portal.

For Pitzer Students: The Pitzer password automatically expires every six months - 180 days from when you last reset your current password. Change your password before you leave to assure continuous access. If your password does expire, log on to www.pitzer.edu/pitpass or contact the Pitzer Helpdesk at help@pitzer.edu.

KEEP YOUR STUDENT CONTACT AND EMERGENCY INFORMATION CURRENT

We may also try to reach you via your mobile phone, home phone, personal email, or other means. In the event of an emergency, we may need to contact you or your parents or guardians via the information in the Pitzer College database or in your Study Abroad portal. It is important that you notify the Office of Study Abroad and International Programs by updating your student portal AND the Office of the Registrar at registrar@pitzer.edu (to update the College database) of any changes to your personal information.

As soon as you have your in-country address, mobile number etc. log in to your study abroad portal and complete your **Contact Information Abroad**. Update it as necessary.

HELPFUL RESOURCES AS YOU PREPARE TO GO

Pitzer students on financial aid can apply financial aid towards approved study abroad programs. Consult with the Office of Financial Aid at your school for specifics on how your financial aid award will apply and to complete the necessary paperwork. Pitzer financial aid is not available for non-Pitzer students. Other sources of funding for study abroad are listed below. Please consult with the Office of Financial Aid prior to applying to understand how scholarships and grants impact your financial aid package.

[The Benjamin A. Gilman International Scholarship](#) for students receiving a Pell grant.

[The Gilman-McCain Scholarship](#) for students receiving federal financial aid who are dependent children of active military member(s).

[Benjamin Franklin Travel Grant](#) for traveling to France.

[Freeman Awards for Study in Asia](#) for students receiving need-based financial aid for study abroad in Cambodia, China, Hong Kong, Indonesia, Japan, Korea, Laos, Macao, Malaysia, Mongolia, Philippines, Singapore, Taiwan, Thailand, or Vietnam.

[The National Security Education Program \(NSEP\) Boren Scholarships](#) for study abroad in countries other than Western Europe, Australia, New Zealand, and Canada.

[Bridging Japan Scholarship](#) for students studying on semester programs in Japan in any field and the Morgan Stanley Scholarship for students studying in Japan who have an interest in economics and international finance.

[Foundation for Global Scholars](#) for study abroad.

[Fund for Education Abroad](#) general scholarship for study abroad.

[German DAAD Scholarships](#) for students studying abroad in Germany.

[Go! Overseas Study Abroad](#) offers a study abroad and intern abroad scholarships and provides information about other funding sources.

[Hosteling International USA](#) offers a \$1000 grant to a young person to encourage world exploration.

ISEP Exchange Scholarships and who may apply:

- **Community Scholarship:** Any student on ISEP Direct or Exchange is eligible. The award is \$500 and is intended to promote diversity and inclusion among ISEP students.
- **Founders Fellowship:** Any student on ISEP Direct or Exchange focused on language learning is eligible. The \$2500 award is based on a creative project and should express the student's desire to learn a language and cross-cultural barriers.

- **[The Annette Kade Scholarship](#)**: Students from US member institutions studying in French or German speaking areas. The awards are up to \$1000 and are intended to promote language learning.

[NAFSA – U.S. Study Abroad Scholarships and Grants List](#)

A variety of organizations and institutions provide scholarships and grants for study abroad from the United States. Many provide assistance that is targeted to specific student populations (underrepresented student groups; African Americans; Asian Americans; Latino/Latina Americans; Native Americans; students with disabilities; gay, lesbian, bisexual, or transgendered students). This list is a sampling of Web sites with information and resources on multiple scholarships and grants.

[Nash Family Endowed Study Abroad Scholarship](#) This needs-based scholarship is for Pitzer College students who are studying abroad, especially those who demonstrate an interest in community or public service, urban issues or other areas of civic engagement. Please contact the Office of Study Abroad and International Programs for more information and an application.

Scott Family Adventure Award Through the John and Carrie Santangelo Foundation, Pitzer alumnus John T. Scott '87, director of the Foundation, pledged money to establish and endow the Scott Adventure Award at Pitzer College. The biannual award, presented by the Pitzer College Office of Study Abroad and International Programs, enables study abroad students to pursue a special project or interest that would enhance their overseas experience. Interested Pitzer College students should contact the Office of Study Abroad and International Programs for further details.

Study Abroad Support Fund – Students on aid may apply for limited funding to cover things like passport fees, immunizations, transportation fees to acquire a visa, etc. Please contact studyabroad@pitzer.edu if you would like to request funds.