**TRANSITIONING TO STUDY ABROAD – CHECKLIST**

**HOUSING & ARRIVAL**

I have confirmed the address and dates of stay with the host or hotel abroad.

I have printed out the address, perhaps even in the local alphabet, if the Roman alphabet is not used.

Cab Drivers or passerbys may not speak English.

I have written down the phone number of the coordinator of the host university.

**CASH & CREDIT CARDS**

I have a plan on how I can access money abroad (ATM, credit card etc).

I have checked with my bank that my bank card (EC) works abroad.

I have checked with my bank about the monetary limits of my credit card and that I can use it abroad.

I have a small amount of local currency with me, in case ATMs are closed when I arrive.

**IMPORTANT DOCUMENTS**

I have the correct visa, including any transit visas.

I have copies of important documents or I have saved a digital copy.

I have backed up all data on my computer/phone in case it is either lost or stolen.

**HEALTH**

I have the appropriate insurance coverage for my time abroad.

I have all required immunizations I need for my host country.

If I take regular medicines and/or use contact lenses, I either have a supply to cover my stay or have a plan of how I can purchase them while abroad.

**MISCELLANEOUS**

I have informed myself about the culture, customs and traditions of my new host country and city, as this can help with the transition to the new environment.

I know whether my electronics will work abroad or if I need to purchase an adapter.

I will attend Orientation if my university offers one as valuable information is presented and it’s a great chance to meet new people.

I know that it’s ok to be homesick while abroad but it’s also ok to not be homesick. My experience will be unique and that’s ok. If I am not doing well, I will reach out to someone – family, friends, the study abroad staff at my host university or the MBS Team.

**MUNICH BUSINESS SCHOOL**

I will continue to check my MBS email or set up forwarding to my personal email. I will still receive updates from the International Center and other departments at MBS

I will make sure the courses I sign up for are pre-approved by MBS. If I’m not sure, I will double check with my MBS study abroad advisor.

I am aware that I have to submit a Learning Agreement to MBS which I can download on the MBS Study Abroad website: [www.munich-business-school.de/studyabroad](http://www.munich-business-school.de/studyabroad)