# GIF Pre-Departure Checklist: Fall & Academic Year

## ONGOING
- Read Weekly Emails for program updates, instructions and reminders
- Keep your parents informed with information about the program
- Make a budget. Consider: Meals not included, weekend travel, entertainment, cultural activities, personal needs, school supplies, communication/data
- Research about Florence and Italy (news, articles, books, blogs, videos)
- Review Program Guide emailed to you (and your parents!)

## MARCH
- Pay $500 Program Deposit | Due: March 24th
- Get a passport (valid 6 months after your program ends)
- Input passport information online with scanned copy | Due: NOW. May 1st
- Review Additional Application Items to be Completed
  - Emergency Contact Information
  - Arrival Details
  - Learning Content & Assessments
  - Signature Documents & Turn-In Materials | All due on or before May 1st (the earlier, the better!)
- Research Flight Options: Skyscanner.com, Kayak, Student Universe, STA Travel
- Notify Residence Life of housing plans for future semesters
- Get 7 Passport sized photos taken (Zags can do this on-campus at Student Accounts)
- Schedule Physical Exam with Health Center or Doctor for April
- Complete Roommate Preference/Homestay Application | Due: April 7th

## APRIL
- Register for Fall Courses via Zagweb | April 3rd at 7 a.m.
- Gonzaga students only: Attend MANDATORY Pre-Departure Sessions | April 18th & April 25th
- Purchase Flight: roundtrip or 2 one-way tickets
  *Travel before or after program is permitted, but final US -> Europe ->US itinerary is required no later your Visa Appointment date*
- Watch Visa Video. Begin gathering documents for your visa
- Sign up for Visa Appointment
  *(sign-up sheets will be on door of 102D in Study Abroad Office)* | Due April 13th
- Turn in Health Forms (by hardcopy, email or upload)
  - Get a Physical | Due by May 1st

## MAY/SUMMER
- Attend Mandatory Visa Appointment
  *Refer to “Student Visa Process” in online application for instructions and list of needed documents or email with instructions.* | May 2nd or 3rd
- Purchase or Reserve textbooks for courses | Semester before departure
- Pack
  - Use suggested packing list from online application Learning Content /Weekly Email
  - Purchase necessary items as needed (Examples: adapter, converter, luggage lock)
  - Download travel apps to phone/tablet (WhatsApp, Viber, Vox, Skype)
- Notify bank/credit card companies of travel plans | Before you leave
- Pay final bill or make arrangements for installment plan | August

---

**Questions? Contact Beka Hott**

[mailto:hott@gonzaga.edu](mailto:hott@gonzaga.edu) | 509-313-3598 | Hemmingson Suite 102D