

# OUTGOING EXCHANGE STUDENT PRE-DEPARTURE CHECKLIST

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## 1 - BEFORE YOU GO

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- Book a Pre-Departure Session with the Huron Exchange team by emailing [huronexchange@uwo.ca](mailto:huronexchange@uwo.ca).
- Pay Huron tuition.
- For students who will be using UHIP, pick up your out-of-country coverage card from Western's Support Services.
- If you will be out of the country for more than 7 months, you must notify the Ontario Ministry of Health. You will need to go into your local OHIP office in person and show them documentation that proves you will be studying abroad and lists the date of your study abroad term.
- If you have made any changes to your course selections, contact your Department Chair and Academic Advisor to have those changes approved.
- If you haven't already done so, you must make arrangements for your student VISA. Contact the local embassy/consulate/high commission of the country to which you are going.
  - A link to most countries' embassies in Canada is provided on the UWO exchange website at <http://www.uwo.ca/international/iesc/>
  - Alternatively, you can find their contact information on the Global Affairs Canada website: <https://www.international.gc.ca/gac-amc/index.aspx?lang=eng>
- Register your travels in MyTrips/International SOS: [https://international.uwo.ca/learning/safety\\_abroad/international\\_sos\\_information.html](https://international.uwo.ca/learning/safety_abroad/international_sos_information.html)
- Change your address on the Student Centre to ensure you receive mail from UWO.
- Arrange for someone to file your income tax for you on your behalf if you will be away during the month of April.
- Contact your bank and credit card companies to alert them of your travels and arrange a Power of Attorney for someone you trust to carry out your banking (including OSAP) and legal matters in your absence.
- Make two photocopies of your passport (and other important documents). Leave one with a responsible friend or family member in Canada; carry the second copy separately from your passport.

## 2 - ITEMS TO PACK

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- Your Emergency Contact Card information.
- Your passport, student VISA, travelers' cheques, plane tickets, etc
  - **Note:** make sure that your passport is valid for at least **six** months after your planned return date. Some countries require passports to be valid for longer.
- The address and phone number of the Canadian embassy/consulate that will be nearest to you.
- A First Aid Kit and any prescription medications (in their original containers) that you will need while on your exchange. Take the sufficient quantity for the duration of your exchange and remember to research host country prescription drug laws.
- A small amount of local currency or U.S. dollars
- Your International SOS card. Be sure to download their app to your phone!

## 3 - UPON ARRIVAL

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- Email [huronexchange@uwo.ca](mailto:huronexchange@uwo.ca) as soon as you arrive at your destination and provide us with your local address, phone number, and email address.
- Make contact with the host institution's Exchange Coordinator.
- Register with the nearest Canadian Consulate or Embassy upon arrival in your host country.

## 4 - BEFORE RETURN TO HURON

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- Ensure that you order a transcript from your host institution and request that it be sent to:  
Student Support Services  
Huron at Western  
1349 Western Road.  
London, Ontario Canada N5Z 4M1
- If possible, bring back materials from your host institution so you can help us share your experiences with current Huron students.
- Send us a Postcard!