

Faculty and Student Exchange Information Sheet
PRE-DEPARTURE CHECKLIST

PASSPORT - Apply for a passport if you do not already have one. Your passport must be valid for at least 6 months after your return.

VISA - Research whether or not you need a visa for entry into the country that you plan to travel to. Most destinations abroad will require Ghanaian citizens to secure a visa. Valuable information is often made available on the Embassy's website.

VACCINATIONS - Please visit the Center for Disease Control (CDC) website for information on recommended immunizations. CIE advises all faculty and students to talk with a primary care physician regarding immunizations for travel.

WHILE YOU ARE GONE - Make arrangements for someone back home to manage your affairs while you are gone.

PHOTOCOPIES - Make photocopies of all important documents such as: passport, visa, ID cards, traveller's checks, etc. Leave a copy at home with someone you trust. If anything is lost or stolen, you have a main contact to assist you with getting things taken care of. It is also advisable to keep a photocopy of your passport and other important documents with you, some place other than with the original documents.

STAY HEALTHY - The CDC report offers great information on how to avoid getting sick. With proper preparation and good judgment, most common illnesses associated with traveling to another country can be avoided or minimized.

MEET WITH CIE - In an effort to gain the most from your trip, you are encouraged to meet with the Director of CIE to learn about recent activities with the partner institution and to discuss any relevant opportunities that might be helpful in furthering the development of the exchange program.

ESTABLISHING YOUR ITINERARY (Faculty Only) - Unless you already have well-established contacts at one of UCC's partner institutions, we ask that you contact the Director of CIE to discuss protocol in securing appropriate contacts with counterparts at the partner institution. The Director will send your CV and a letter of interest to the partner asking for feedback and exploring the initial interest. Once you are put in touch with your main contact, it will be your responsibility to work on developing your itinerary. You may find that your overseas counterpart is willing to put together an itinerary for your visit.

AIRFARE - In most cases, faculty and students are required to secure their own airfare arrangements for travel. Please be certain that you have approval from the host institution for your travel dates before securing your airfare.

PRESCRIPTION MEDICATIONS - If you are taking any prescription medications, it is advisable that you get a letter from your physician stating what the medicine is for, how much you should have, and what a generic equivalent would be. If there are any complications regarding restricted or controlled

substances, a letter from your doctor will be helpful. For those that wear eye glasses, it is important to bring along a second pair and a copy of your prescription.

DO YOUR RESEARCH - Be sure to know about the current events taking place in the country you are traveling to. It is also important to have an understanding of the culture, history, economic situation, health care system, legalities, languages spoken, religion, appropriate greetings, gestures, norms, lifestyles, government structures, education system and other pertinent information. Most of this information can be found with simple web searches and by reading common travel guides.

ESTABLISH EMERGENCY PROTOCOL - We strongly urge UCC faculty and students to establish protocol in the event that an emergency arises while you are abroad. It is as important for loved ones to be able to reach you as it is for you to be able to reach them. Leave host country contact information for all of the locations you plan to travel to.

WHILE ABROAD

COMMUNICATION BACK HOME - It is important that you establish a plan for how and when you will communicate with loved ones back home. Most places UCC faculty and students travel will have regular access to the internet and international phone lines. You may want to let your family know that you will be in touch within a day or two after your arrival and then make every effort to follow-through with this commitment. Depending on your location, you may find several ways of keeping in contact back home including: finding an internet café to access your email, some cellular phones may be used abroad (check with your provider), calling cards, etc.

GIFTS - Gift giving in other cultures can be a very important courtesy. Consider bringing a variety of gifts for those that you meet, especially for any individual that goes out of their way to assist you in making arrangements. For additional suggestions, please contact CIE.

KEEP NOTES - It is highly recommended that you spend time writing down information about the people that you meet and the conversations that you have. This is most helpful when writing a report on activities. Additionally, it is helpful to keep track of who you need to follow-up with in the future.

UPON YOUR RETURN

GETTING REIMBURSED (Faculty Only) - Use the University's guidelines for submitting a travel and expense report. When converting the foreign currency to cedis, please indicate the rate of exchange you are using.

SEND FOLLOW-UP LETTERS - It is a nice gesture to send follow-up letters upon your return, thanking your host for a rewarding experience. This gesture will go a long way in building a long-term relationship.

TALK ABOUT YOUR EXPERIENCE - Be sure to talk about your experience with others. Share information, photos and ask how you can be helpful to those traveling in the future.