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**Educational Study Visit Checklist for Students Travelling Outside of the UK**

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| **No.** | **Item** | **Notes** | **Progress** |
| 1 | Interested on going to a trip? Attend the initial meeting for more information |  |  |
| 2 | Check your personal budget for the year – Can you afford to go?  |  |  |
| 3 | Record the dates of the trip and the payment deadlines in your personal calendar |  |  |
| 4 | British Nationals: Check your passport is it valid for the duration of the trip, that the expiry date provides sufficient cover to meet the entry requirements of your destination country and also check if a Visa is required. To check this visit: <https://www.gov.uk/foreign-travel-advice>If your passport needs to be renewed, do this immediately and contact your Departmental Administrator  |  |  |
| 5 | Non-British nationals: Check your passport is it valid for the duration of the trip, that the expiry date provides sufficient cover to meet the entry requirements of your destination. Contact your Embassy to confirm if a Visa is required and apply for the destination country and any requirements for your return to UK. If your passport needs to be renewed, do this immediately and contact your Departmental Administrator  |  |  |
| 6 | Make your deposit payment before deadline via the Online Payment Portal, answer all questions accurately and retain email confirmation |  |  |
| 7 | British Nationals: If travelling within European Economic Area (EEA) or Switzerland apply for or renew your European Health Insurance Card (EHIC) <https://www.gov.uk/european-health-insurance-card> |  |  |
| 8 | Receive notification of trip viability, if it’s going ahead proceed to next step, if not you will receive a refund. |  |  |
| 9 | Read insurance, cancellation and refund guidance |  |  |
| 10 | Where applicable organise vaccinations |  |  |
| 11 | If prompted by the Departmental Administrator, check with insurer if you require arrange additional insurance cover to travel e.g. medical or International Students that have been in the UK less than 6 months |  |  |
| 12 | If you have to carry injectable medications with you such as Insulin request a letter from your doctor, carry this with you whilst travelling and provide a copy to your Departmental Administrator |  |  |
| 13 | Specialised requirements: Single room, Support worker, Alternate flight etc contact Departmental Senior Administrator immediately to confirm if possible and cost implication |  |  |
| 14 | Inform your next of kin or other designated point of contact of all travel arrangements |  |  |
| 15 | Provide a copy of valid passport and Visa (where appropriate) to Departmental Senior Administrator and also take a copy with you in case your original is lost while away |  |  |
| 16 | Make your balance payment before deadline via the Online Payment Portal, answer all questions accurately and retain email confirmation |  |  |
| 17 | Organise foreign currency, notify bank and mobile phone company  |  |  |
| 18 | Attend final trip meeting, note pick up point, time of departure, luggage allowance etc |  |  |
| 19 | Enjoy your Trip! |  |  |
|  | **CANCELLATIONS / INSURANCE CLAIMS** |  |  |
| A | Inform Departmental Administrator of cancellation immediately, if replacement cannot be found |  |  |
| B | Departmental Administrator will request information from Tour Operator to support claim  |  |  |
| C | Departmental Administrator will direct you to Insurance Companies contact information |  |  |
| D | Departmental Administrator will supply you with materials provided by Tour Operator, now make your claim |  |  |
| E | Departmental Administrator will also request a refund if applicable |  |  |