

**GLOBAL LEARNING TERM**

**GLT CHECKLIST**

Rev. 02/01/16

NAME: \_\_\_\_\_ DESTINATION: \_\_\_\_\_ GLT DATES: \_\_\_\_\_

TASK	DATE COMPLETED
<b>6-12 months ahead</b>	
[ ] <i>Destination.</i> Have you settled on a primary destination country?	
[ ] <i>Travel warnings.</i> Have you checked whether your destination country appears on current travel warnings lists (US: <a href="http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html">http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html</a> Canada: <a href="http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp">http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp</a> )?	
[ ] <i>Provisional travel approval.</i> If your country <i>does</i> appear on the <i>Current Travel Warnings</i> list, has an "appeal" been prepared and approved through CGLE?	
<b>3 - 6 months ahead</b>	
[ ] <i>Passport.</i> Have you obtained a passport or made sure that your passport is current? Please submit copy of your passport to CGLE.	
[ ] <i>Peoples &amp; Places.</i> Have you enrolled in the pre-field preparation course GLBL305 <i>Peoples &amp; Places</i> ?	
[ ] <i>Program registration.</i> Have you registered for GLT courses by completing the "Off-Campus Registration Form"? (See website for the Center for Global Learning & Engagement [CGLE]: <a href="http://www.apu.edu/studyabroad/forms">www.apu.edu/studyabroad/forms</a> Return completed form to CGLE.)	
[ ] <i>Other forms:</i> Have you completed the "Student Information & Health Report," "Confirmation Report," and "Student Agreements" sheets? (Download forms from <a href="http://www.apu.edu/studyabroad/forms">www.apu.edu/studyabroad/forms</a> and return to CGLE. Don't forget to include your exact dates of travel on the Info & Health Report!)	
[ ] <i>Assumption of risk.</i> Have you completed the "International Waiver & Authorization" form? (Download form from <a href="http://www.apu.edu/studyabroad/forms">www.apu.edu/studyabroad/forms</a> and return to CGLE )	
[ ] <i>Semester Financial Planning Form.</i> To help you get a better gauge of cost. Have you completed the "Semester Financial Planning" form? (Download form from <a href="http://www.apu.edu/studyabroad/forms">www.apu.edu/studyabroad/forms</a> and return to CGLE )	
[ ] <i>Visas.</i> Have you checked visa requirements for your destination country (see: <a href="http://travel.state.gov/travel/tips/brochures/brochures_1229.html">http://travel.state.gov/travel/tips/brochures/brochures_1229.html</a> ) and applied for a multi-entry "tourist visa," if needed?	
[ ] <i>Budget.</i> Have you put together an estimated budget (see "Making Preparations" in <i>Becoming World Wise</i> )?	
[ ] <i>Funding.</i> Help finance the GLT through fundraising and grants. See: <a href="http://www.fsdinternational.org/apply/funding-your-experience/grants">http://www.fsdinternational.org/apply/funding-your-experience/grants</a>	
[ ] <i>Airline tickets.</i> Having first received provisional travel approval, have you purchased airline tickets? Turn in copy of flight itinerary to CGLE.	
[ ] <i>COURSES.</i> Have you decided which GLT courses you will enroll in? GLBL335 <i>International Internship.</i> Have you confirmed a community internship that meets the specified criteria (see "Global Internship" in <i>AWL</i> )? Have you prepared a <i>complete</i> learning contract for the course that includes contact information and support materials? Have you purchased or compiled all required academic support materials?	
[ ] GLBL325 <i>Family Organization.</i> Have you confirmed a family homestay that meets the specified criteria (see "Family Organization" in <i>AWL</i> )? Have you prepared a <i>complete</i> learning contract for the course that includes contact information and academic support materials? Have you purchased or compiled all course-related materials?	
[ ] GLBL350 <i>Global Study Project.</i> Have you settled on an issue that is researchable in your host community (see "Global Study Project" in <i>AWL</i> )? Have you prepared a <i>complete</i> learning contract for the course, and purchased or compiled all course-related materials?	
[ ] GLBL101 <i>Self-Directed Language Learning I</i> (and/or GLBL102). Have you decided whether to enroll in intensive community-based language study, whether for-credit or not-for-credit? Have you reviewed the	

<input type="checkbox"/>	<i>Loosed Tongue</i> text and completed the learning contract (in back of the text)? Have you purchased or compiled all course-related materials?	
<input type="checkbox"/>	GLBL340 <i>Community Life</i> . Have you decided whether to enroll in <i>Community Life</i> as a community asset-mapping field project (see "Community Life" in AWL)? Have you purchased or compiled all required course-related materials?	
<b>1 - 2 months ahead</b>		
<input type="checkbox"/>	<i>Carbon offsets</i> . Have you purchased "carbon offsets" for your round-trip air travel? (See "Sustainability Guidelines" and attach receipt to this checklist.)	
<input type="checkbox"/>	<i>Health exam</i> . Have you visited a campus or primary care physician to receive a comprehensive physical and any recommended immunizations?	
<input type="checkbox"/>	<i>Financial aid</i> . Have you consulted with Student Financial Services regarding any federal, state, or institutional scholarships, loans, and/or grants you will be receiving?	
<input type="checkbox"/>	<i>Next-semester campus housing</i> . Have you visited Campus Housing to complete the forms needed to reserve a room for the semester you plan to return?	
<input type="checkbox"/>	<i>Next-semester registration</i> . Have you contacted the Registrar for directions on how to register for classes for the semester you plan to return?	
<b>1 - 4 weeks ahead</b>		
<input type="checkbox"/>	<i>Final review</i> . Have you met with the program director for a final one-on-one review of your logistical and academic preparations? [Program Director signs off.]	
<input type="checkbox"/>	<i>Health &amp; accident insurance</i> . Have you checked your off-campus medical coverage and received your "proof of health insurance coverage" card via email from CGLE? (Insurance is ordered by CGLE once the Off-Campus Registration form is processed; <i>exact</i> travel dates are necessary.)	
<input type="checkbox"/>	<i>Tuition payment</i> . Have you arranged for payment of program-related tuition and fees? (Contact Student Financial Services with any questions.)	
<input type="checkbox"/>	<i>Packing</i> . Have you remembered to pack all of your books (including AWL) and extra prescription glasses or contacts, a first aid kit, copies of your passport and credit cards, and a small gift for your host family? (Keep in mind airline regulations for luggage and carry-ons.)	
<input type="checkbox"/>	<i>Important documents</i> . Have you made photocopies of all important documents (e.g. passport, tickets, credit cards, insurance papers), put them in a "hot file" and left them with a responsible friend or family member at home? (Send an additional set of copies to CGLE.)	
<b>72 hours ahead</b>		
<input type="checkbox"/>	<i>Travel confirmation</i> . Have you confirmed your flight and other travel arrangements?	
<input type="checkbox"/>	<i>Airport pick-up</i> . Have you confirmed that a host family member, internship staff person, or other responsible in-country contact will be picking you up from the airport?	
<input type="checkbox"/>	<i>Final travel approval</i> . Have you once again checked the State Dept. <i>Current Travel Warnings</i> list to make sure your destination country is <i>not</i> listed? (If it is, contact the program director immediately.)	
<b>Departure day</b>		
<input type="checkbox"/>	<i>Identification</i> . Take two forms of identification to the airport, one of them with a photo. Put ID tags on each piece of baggage with your <i>destination</i> address.	
<input type="checkbox"/>	<i>Airport arrival</i> . If traveling to an international destination, arrive at the airport at least two (2) hours in advance of the flight departure.	

This certifies that I have completed each of the items on this checklist:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

Please submit this completed checklist to:  
Richard Slimbach, Global Studies, APU, 901 E. Alostia Ave., Azusa, CA 91702.  
Thanks!