

## Pre-departure Checklist

### Some aspects to consider when going abroad for the year

- **Practical matters**
    - Travel arrangements
    - Mobile phone
    - Accommodation
      - immediate
      - long-term
    - Extra language tuition
    - Remember to **REGISTER** online with the University of Leeds for the year
  - **Finances**
    - Student Loan (and grant, if applicable)
    - Cash
    - Local bank account
    - Credit card
    - Internet banking
    - Charges for withdrawals (look for bank account with free withdrawals abroad?)
    - Inform your bank at home that you are going away
    - Apply for Erasmus+ Work Grant
    - Enter bank details on the Portal for Erasmus+ Work grant payments
    - Take Erasmus+ paperwork on placement **WITH YOU!!**
  - **ID documents**
    - Passport valid (for at least 6 months after your return date) - take photocopies and keep separately
    - Driving licence
    - ISIC card / other identification documents
    - Copy of birth certificate
    - Photos for ID cards
    - EHIC card
  - **Health & Safety Issues**
    - Insurance – don't risk not having any.
      - travel (see if free University policy suitable for you)
      - health
      - belongings
        - while you are at work
  - Consider personal health & safety issues
  - Get **EHIC** card
  - Awareness of laws of country (you are an ambassador for the University)
  - Cultural differences
  - Areas that you should avoid. Look at **Foreign & Commonwealth Office** website for general and specific advice about your destination country  
<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>
  - Register with the local Embassy or Consulate
  - Keep in touch with
    - your family
    - your home School
    - other Leeds students in your locality
    - your ERASMUS+ Work administration assistant ([erasmuswork@leeds.ac.uk](mailto:erasmuswork@leeds.ac.uk))
  - Do you know how to contact the University in an emergency? (see later)
  - Arrangements for regular medication / prescriptions
  - Access to doctors/hospital
- **Your work placement**
  - Job description
  - Contractual agreements
  - Awareness of your rights & responsibilities
  - Orientation / induction / training
  - Hours
  - Rate of pay
  - Holidays
  - Length of contract
  - Health and safety at work
  - Insurance (public liability)