LU | SEND

England & Scotland
College of Arts and Sciences

Traveler Checklist

LET'S GET READY TO TRAVEL!

We are so excited you have decided to travel with LU Send! Below, you will find a detailed checklist to walk you through each step of your LU Send trip experience!

*Please note that there may be additional or modified tasks for your specific trip, which will be communicated to you by your trip leader or trip coordinator.

CHECKLISTS

1) Post Acceptance

2) Committed Travelers

3) Three Months Prior to Departure

4) During Your Trip

5) After Your Trip

1) Post-Acceptance

□ Pay your non-refundable deposit - $350

□ Pay for your CQ Assessment - $29

- The assessment will be sent out by the Cultural Intelligence Center three months prior to departure.
- Travelers are expected to submit a new CQ test each time they travel.

□ Input all background check information.

- EDUC, NURS, COUC, and SOWK students may be exempt from certain background checks.

□ Ensure that you have a valid passport and upload a scan to your application.

- Passport cannot expire within six months of your trip's return date.

□ Check that your academic course selection in your application is correct, and that you meet the requirements for the course you intend to take.

- LU Send works directly with the Registrar's office to register your for your course—so you do not have to register for the course yourself.

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□ Upload a copy of your valid passport or start the application process to obtain one or renew.

- Visit travel.state.gov for more information.
- If you are an international student, please be sure to let your Trip Coordinator know.

□ Double check that your academic course selection in your application is correct and that you meet the requirements for this course. You will not need to register for this course. LU Send will do this on your behalf with the Registrar's Office.

Once you have completed all tasks in this checklist, your status will move from Accepted to Committed.

*The items on this list are to be completed within <u>two weeks</u> of acceptance.

2) Committed Travelers

☐ Keep up with payment deadlines outlined in your payment plan, located on your trip's brochure page.

☐ For those who had to apply for or renew your passport. Keep your trip coordinated updated on its status and upload a copy of your new passport as soon as you receive it. LU Send needs this in order to book your airfare.

☐ Get to know your team! Complete your short traveler bio for the team roster.

3 Months Prior to Departure

☐ Attend pre-departure meetings.
- Reach out to your trip leader for the dates, times and locations of these meetings.

☐ Want to watch your itinerary as it is being built out? Receive link to your trip's itinerary via Travefy.

☐ Find out a little bit about yourself and the country that you are traveling to. Receive link to take your CQ Assessment.

☐ You Trip Coordinator will assure that you are signed up for your course credit, if applicable. Please do not sign up for your course. Once you have been added to your course, LU Send will notify you. Please be sure to complete your financial check in.

☐ If you are receiving CSER for your travel, please be sure to register on the CSER website. (https://www.liberty.edu/osd/lu-serve/cser/)

☐ Attend final pre-departure meeting

☐ Review the Language Guide and cultural information provided in your trip's Travefy

☐ Review the packing guide. Purchase any necessary items
- Pay special attention to any plug adapters you might need

☐ Notify your bank and credit card company of your travels

☐ Confirm your departure location and stateside transit plans with your Trip Coordinator.

☐ If applicable, get any required vaccines for your destination. (https://wwwnc.cdc.gov/travel/destinations/list)

☐ Decide on an international phone package if you plan to use data overseas

☐ Send a copy of your Travefy to your Emergency Contact

☐ While packing – keep in mind that you may purchase souvenirs. Leave some extra room so that your baggage is not overweight on your return.

☐ Ensure you have your passport packed in a safe place for your trip.

☐ You will receive a few pre-departure emails. Please be sure to read through these to be prepared for your trip!

☐ If you need Excused Absence(s) for your trip, you will receive this approval document from your Trip Coordinator before the time of departure. Faculty should be aware of these excuses from the Provost office, but you can present this document to your professors if need be.

4) During Your Trip

☐ Upload photos of your trip via the Google Photos link in your Travefy account.

☐ Utilize the CQ reflections provided in your Travefy itinerary

5) After Your Trip

☐ Attend a debrief meeting with your team

☐ Receive and complete your post-trip survey for a chance to win a prize

☐ Complete all work for your course