



SIMS International Service-Learning Program Participant Checklist

APPLICATION & ORIENTATION ACTIVITIES

- ❑ **Submit SIMS Application.** Submit I-Serve application online at www.lluglobal.com/sims by the last day of fall quarter.
- ❑ **Choose two references.** Download the I-Serve reference form from the I-Serve information page online and send the form to two references. Completed reference forms are due to the SIMS office by the last day of fall quarter.
- ❑ **Apply to your school for a travel subsidy.** Currently, the following schools provide some form of financial support for international student travel:
 - **School of Allied Health** – Contact Dean Jackson’s Office
 - **School of Medicine** – Contact Dean Lamberton’s Office & School of Medicine Alumni Association (*both entities provide separate funding*)
 - **School of Nursing** – Contact Dean Hart’s Office (*funding on case by case basis*)
 - **School of Pharmacy** – Contact Dean William’s Office
- ❑ **Complete the SIMS Online Trip Orientation.** The online orientation will be available on blackboard during the winter and spring quarters. SIMS will send you an email when the orientation becomes available.

TRAVEL ARRANGEMENTS & LOGISTICS

- ❑ **Contact your on-site preceptor.** After SIMS has confirmed your site, SIMS will provide you with the contact email for your on-site preceptor. Please contact your preceptor directly to begin making logistical arrangements, including an airport pick up, meal, and housing plan. Please confirm all associated costs with your preceptor. **Important:** *If traveling in pairs or groups, please choose a point person who will communicate with the site preceptor on your group’s behalf to avoid miscommunications with the site.*
- ❑ **Airline Tickets.** Book your airline tickets and provide SIMS with a copy of your finalized itinerary. **Please note:** *If you are traveling to a Seventh-day Adventist site, please do not book your tickets to arrive or leave during Sabbath hours (sundown Friday to sundown Saturday). Your sensitivity to this is much appreciated.*
 - Consider the advantages of purchasing a ticket via a **travel agent** as opposed to an online search engine. Tickets purchased from online search engines are typically non-refundable and do not allow any flexibility in the traveler’s itinerary. Tickets purchased through travel agents cost a bit more but allow for more flexibility during travel if last minute changes need to be made to an itinerary.

- ❑ **Passports.** Ensure that your passport is current and does not expire within six months after your return date. For passport information, please visit <http://traveldocumentsystems.com/passports.htm>.
- ❑ **Visas.** Check visa requirements for your host country to ensure that you have the proper visa necessary to travel to your destination. Visit www.traveldocs.com to find out whether or not you need a visa. If you do, apply for the appropriate visa as instructed by your on-site preceptor, allowing for sufficient time to complete visa processing before your departure. *SIMS will provide a visa letter of intent if necessary and can provide visa assistance for a fee. **Please note:** Papua New Guinea travelers must apply for visas via the SIMS office due to complex visa procedures.*
- ❑ **Immunizations.** Visit the Center for Health Promotion Travel Clinic for required immunizations for your host country.
- ❑ **Insurance and Risk Management.** Create your personal MEDEX account online and print your MEDEX ID card to take with you on your travels. MEDEX is an emergency response service available to all travelers on a university-sponsored trip. You will be provided with login information.

CANCELLATION

- ❑ **Cancellation.** Notify SIMS and on-site preceptor immediately if you cancel your trip for any reason. *SIMS will not be held responsible for notifying your on-site preceptor of trip cancellation.*

ARRIVAL AT SITE

- ❑ **Register at US Embassy.** Register at the local US Embassy upon arrival in the host country.
- ❑ **Contact SIMS.** Email SIMS at simstrips@llu.edu with any questions, concerns, or changes to your travel itinerary.

POST-TRIP ACTIVITIES

- ❑ **SIMS Reflection Essay.** Submit the required SIMS reflection essay about your international experience. The reflection question will be emailed to you when you return from your trip.
- ❑ **SIMS Photo and Essay Contest.** Provide SIMS with photos/essays that you would like to submit for the SIMS Photo/Essay Contest. *The photo/essay contest is held during the fall quarter, and first-place winners receive \$100.*