

## Summer Programme Pre-departure Checklist

### Pre-departure Preparation

- ☐ Passport (make sure it is valid for at least six months after your return)
- ☐ Apply for a valid visa (if required)
- ☐ For Mainland students, please make sure you extend your Type D – Stay (逗留 D) & Stay Permit Application (逗留的特別許可) before departure.
- ☐ Book your flight
  - Do not confirm your booking until you receive the acceptance letter from host university
  - Make sure you have enough time for transit between flights
  - Check with your airline for baggage restrictions
- ☐ Purchase travel insurance
  - covers travel, hospitalization and out-patient
  - covers the whole travel period (from the date of departure to the date you return)
- ☐ Conduct research on your host university, destination city and country
  - currencies, food, local weather, transportation, local embassy etc
- ☐ Budget planning
  - prepare enough local currency for food, local transportation, souvenirs, etc
  - valid credit/ debit card (e.g. VISA, Master, Union pay etc.) that can make overseas transaction
- ☐ Make copies of the items below:
  - travel document and ID, acceptance letter, visa, credit/debit cards and flight itinerary
- ☐ Accommodation
  - book extra accommodation if you plan to travel before or after your official programme dates
- ☐ Prepare formal dressing (if required by your programme)
- ☐ Medicine (sufficient quantities to last through your stay abroad)
- ☐ Laptop, mobile phone (purchase internet/phone cards in advance), digital camera, charger, plugs and voltage converters, etc
- ☐ Important Contact information:
  - Contact person from Host University and Home University (wechat group)
  - Nearest Embassy or Consulate at destination country
  - Local Emergency Services at destination country
  - Tourism Crisis Management Office 澳門旅遊危機處理辦公室  
(24-hour hotline +853 2833 3000, <https://www.ggct.gov.mo>)

**Submit the below documents 2 weeks before departure to your SAO programme coordinator  
(via the online form that will be sent to you in May)**

- ☐ Air ticket with itineraries
- ☐ Proof of Insurance (covers travel, hospitalization and outpatient treatment)
- ☐ Programme fee remittance receipt/Proof of credit card payment
- ☐ Confirmation of accommodation if you are not staying in designated accommodation arranged by the host University (during programme period only)
- ☐ Letter of acceptance (issued by the host university)

### **Arrival checklist**

- ☐ Report to your family right after arrival
- ☐ Meet your buddy or representative from the host university
- ☐ Familiarize yourself with the campus and the neighborhood of your hall/residence/homestay
- ☐ Attend orientation activities and registration at host university

### **After you return to Macau**

- ☐ Submit programme survey and provide transfer credit information (an online form will be sent to you in August)
- ☐ For students who receive Smart Point, Residential College, University Teams and SAO programme subsidy, please submit the following documents after the programme:
  - Programme report
  - Boarding pass and receipt of flight tickets
  - Programme and accommodation fee receipt
  - Transcript or certificate

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