

Pre-departure Checklist WorkeXPerience

(print, fill in, scan an upload STEP 3)

You have to organize a lot of things before you can finally leave for your WXP.

This list will help you to remember everything and not forget anything that you might require in going to (and during your stay in) a foreign country.

Please tick the boxes when done.

Documents that you may require on your journey

☐ ☐ Passport/identity card _____

When travelling outside of Europe, you need a valid passport that will not expire within six months!

☐ ☐ Required visa _____

Check whether the country you will be visiting requires a visa for entry, as this needs to be arranged well in advance. Some travel agents will organise visa for you; otherwise you should contact relevant foreign consulates or embassies.

☐ ☐ Vaccination passport ("gele boekje") _____

If you're off to a tropical destination, find out if you need any vaccinations. You may need anti-malarial tablets for protection as well. Arrange to visit the GGD (<http://www.ggdgelre-ijssel.nl/>) at least six weeks before you leave. See also: <http://www.lcr.nl/Landen>

☐ ☐ Tickets

☐ ☐ Insurance documents (health care & luggage) _____

Make sure you are well insured and take your card with you! As a minimum, your insurance should cover medical expenses and repatriation, protection against the loss of your passport and other valuable items, and insurance against legal problems.

☐ ☐ Address and telephone numbers of your final destination
(host family, WXP address/phone number)

☐ ☐ Emergency numbers insurance, bank, mobile provider

☐ ☐ Inform school _____

*- your mentor
- your teachers
- the TTO coordinator
- the reception (by your parents)*

check _____
double check _____

- ☐ Make a plan for your lessons and tests missed during your wxp, and discuss this with your coach and teachers!
- ☐ Make sure you discussed the contents of your WXP with the coordinator, you need official approval before you can go. (STEP 2 uploaded!)
- ☐ Inform host family on when and where you will arrive – arrange ‘pick-up’
- ☐ Inform WXP place on your date and time of arrival
- ☐ Obtain a letter of explanation from your doctor and a supply of the medication if you are currently using medication of any kind.
- ☐ Prepare yourself on staying in a different culture and country
- ☐ Find out whether there is a ‘dress code’ for the country/area where you are going to (mainly relevant when travelling outside of Europe) and your working place (even relevant when travelling within Europe!); jeans are not allowed everywhere for example, and neither are shorts!

- ☐ Investigate your mobile phone options. Many mobile phones these days can be used abroad, but be aware of the additional (high!) costs and may be charged not only for making calls and text messages, but also for receiving them when you’re away. Check your phone’s handbook or contact your service provider to see whether your phone has coverage in the countries you are visiting, and roaming rates.

If you’re planning to stay in another country for more than two weeks, it may be worth buying a cheap “pay-as-you go mobile” or SIM card there. You can also use pay phones and may be able to find an international phone card with reasonable rates.

- ☐ Make double copies of all your (official) documents, leave one set at home and put the other one in your luggage.
- ☐ Take your WXP booklet (plus/ including the evaluation form!) with you. You will need it collecting all the necessary information during your stay.
- ☐ Ensure that you are not carrying any of the ‘prohibited and restricted goods’ with your luggage. When you’re not sure, please check <http://www.schiphol.nl/Reizigers/OpSchiphol/Bagage/RegelsHandbagage.htm>
- ☐ Check how you can obtain money/cash abroad. Your normal debit card (pinpas) will probably be fine to use abroad. You may have to change settings for world use.
- ☐ Use/create a secure place to store your valuables – a money pouch to wear under your clothes for example.
- ☐ Take along some ‘gifts’ (typical Dutch?), which you can give at the end of your stay.

While you are away.....

Make your own weblog - in the booklet you can find some useful websites! Especially when you stay away for a longer period and/or when you're travelling to a country outside of Europe. It makes contact with the people back home a lot easier and the stories written by you might be useful for your report as well.

Keep a record of expenses made, including tickets, receipts etc. You'll need this for your declaration (refund of the €150,- after approval of your report).

Besides receipts, keep everything related to your stay (letters, maps, pics, etc.). You might want to use this for your report.

Look for material(s) that can be useful for your presentation at school!

notes for yourself:

My BLOG address: www. _____
public (for other students) Yes ☐ No ☐

I have uploaded STEP 2 and made all arrangements to have a save trip.

name: _____

signature of parents / caretakers

name:
