Guidelines for Pre-Departure Preparation

A. Process after Interview

1. Interview
- Accepted by Receiving Institution.
- Letter of Acceptance from Receiving Institution (Student must ensure to receive the Letter of Acceptance before purchasing the air ticket)

2. Travel Arrangement
- Passport/Visa
- Air ticket purchasing according to the internship schedule (Check airport and city)
- Parent Consent Form and Student Waiver Form
- International Health/Travel Insurance
- Vaccination
- Other necessary documents required by host institution

3. Provide information to Receiving Institution
- Copy of passport
- Flight schedule
- Parent Consent Form/Student Waiver Form
- Copy of international health insurance
- Student profile and transcript
- Others as required

4. Pre-departure Preparation
- Read SEAMEO pre-departure check list
- Search related information on website
- Join the Online - Orientation
- Learn how to do BLOG
- Packing necessary documents and belongings
- Have contact details of all coordinators and address of Receiving Institution

B. Pre-Departure Preparation/ Checklist

Please read carefully and make sure that the students have received the confirmation from the Receiving Institutions.

1) Before departure, please ensure that the student have the followings:

- **Passport** must be valid for over 6 months
- **Letter of Acceptance** from Receiving Institution with details of traveling date, suggested airport, company for internship, roles at internship
- **Visa** – Please ensure that the city and country that student will go for internship do not require visa for the duration of 30 days. (Please ensure with the Receiving Institution)
- **International Health Insurance for 30 days**
- **Parent’s Consent Form and Student Waiver Form** for Inbound Students
- **Details of Receiving Institution** such as contact details of coordinators, address of institution
- **Health Certificate** (if necessary)
• **Immunization/Vaccination** (If necessary)

• **Visa/Master for ATM** (It is recommended for student who will travel abroad. Make sure that your ATM has Visa/Master logo, thus you can withdraw your money in another country ATM Machine that has Visa/Master logo)

• **Airfare ticket** by having destination to the right airport as suggested by Receiving Institution, please ensure to have enough time (for possible flight delays) to transit/connecting flights (if needed). The airfare ticket must be round-trip only.

• **Information about the student’s institution such as brochure or multimedia presentation.** (In case that the student may need to make a presentation about their institution)

2) **Before departure,** please ensure that the student have **provided the following documents to the Receiving Institution prior to the departure**

   • **Student Profile**
   
   • A copy of **academic transcript** (Please attached with the student profile)

   • A scanned copy of the front page of passport

   • **Parent’s Consent Form and Student Waiver Form**

   • A scanned copy of **International Health Insurance**

   • **Flight details and arrival schedule**

   • Other necessary information which the Sending Institution would like to inform the Receiving Institution regarding the student

3) **Before departure,** **students should search information and learn** about the following topics:

   • **Receiving Institution**
   
   • City and nearby cities of Receiving Institution
   
   • Facilities or services near the Receiving Institution/dormitory
   
   o Food stores for Muslim (Halal) or vegetarian students
   
   o Worship places (such as mosque, for praying)
   
   o Accessibility to Internet Connection
   
   o SIM Card of the Receiving Country
   
   o Local transportation to the company of internship

   • **Country, culture differences and weather of Receiving Institution**

   • **Dos and Don'ts**

   • **Company for internship**

   • **Learn about Arrival and Departure Card and Airport of Receiving Institution**

   • **Local currency rate and living cost**

   • All students must learn how to create their own “**BLOG**” such as WordPress or Blogspot as a daily report to SEAMEO and Sending and Receiving institutions. The link of blog address must be sent to the Coordinating Teachers at Home Institutions.

   • **Others**

4) **Personnel Checklist for Traveling**

   - Personal Documentation
   
   - □ Passport
   
   - □ A copy of Letter of Acceptance from Receiving Institutions
   
   - □ Student Card
   
   - □ International Health Insurance Card and details
- ATM card that can be used in other countries (recommended visa/master)
- Extra hard-copy and soft-copy of the important documents
- Printed version of the receiving institution and contact details of coordinators
- Simple name card/business card of student with photo and contact details
- Brochures or brief information pamphlets of your college/university (5-10 copies)
- College/university uniform
- A pair of formal attire
- Sportswear, sport shoes, cap, smart casual dress
- Travel guidebook of receiving country (recommended)
- Simple national costume such as Batik cloth
- Computer notebook/Laptop
- International Power Converter/Socket or Universal Power Plug
- Enough pocket money in USD for daily means and personal usage
- Essential medicines
- Essential additional equipment(s) for your gadget
- Mobile phone/camera
- Backpack
- Power bank
- Umbrella/raincoat
- Personal food, such as instant noodles or snacks (especially for Muslim/ Vegan students)
- Personal stationary and calculator
- Small souvenirs for new friends (not necessary)
- Translation application for communication with locals or colleagues at the company
- Other necessary items

5) Students should attend the Online Training on Blog Development and Online pre-departure Orientation by SEAMEO.

All students and coordinating teachers should attend 1) Online Training on Blog Development and 2) Online Predeparture Orientation through Webex conducted by SEAMEO Secretariat in August/September 2019 (To be confirmed).

6) Contact Details

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