



The following is a checklist for students and Volunteers who want to study or volunteer abroad with our program.

4 - 5 months ahead

- Discuss opportunities** for study abroad with family.
- Talk to other students who have studied abroad for advice and suggestions.** We provide contact information for our past program participants to share their experiences with you.

3 - 4 months ahead

- Get official copies of birth certificate and documentation needed to obtain a passport and visa.**

Check visa requirements for Ghana at:

<http://travel.state.gov/foreignentryreqs.html>

Passport information for United States citizens.

http://travel.state.gov/passport/passport_1738.html

2 - 3 months ahead

Apply for passport.

- Passport information for United States citizens.
http://travel.state.gov/passport_services.html
Note: Passports issued before the age of 16 may not be valid for use as an adult.
Check visa requirements for Ghana.

Foreign entry requirements for US Citizens travelling abroad:

<http://travel.state.gov/foreignentryreqs.html>

US visa information for foreign students:

<http://travel.state.gov/visa;foreignstuden.html>

- GHANA** - *Passport and visa required. Tourist visa required for stay of up to 30 days (extendible). Visa requires 1 application form, 4 photos, onward/return ticket, appropriate fees, and yellow fever immunization. Departure tax \$15 paid at airport. For additional information, contact [the Embassy of Ghana](#), 3512 International Drive, NW, Washington, DC 20008 (202/686-4520) or Consulate General, 19 East 47th St., New York, NY 10017 (212/832-1300). Internet: www.ghana-embassy.org

Make flight arrangements. Visa requires onward/return ticket. Here are some travel agents/airlines that have worked with some of our students in the past.

- North America Airlines (USA) 800-359-6222 | www.northamericanair.com
International Travel (USA) 1800-727-7830

Ambassador Way Travel (USA) 1866-693-0700
A T S Travel (UK) 020 7740 1444
Ghana Tours (UK) 0870 345 5480.

- Arrange to receive any vaccinations needed to go to Ghana.** Note: Visa requires yellow fever immunization.
- Apply for Visa.**

1 - 2 months ahead

- Submit program application.** Mail or apply online. Pay application fee to reserve your place in the program. A non-refundable fee of \$100 is required to reserve you a place. This fee goes towards the cost of the program if the student enrolls.
- Get an international student card** to qualify for student discounts around the world (Optional)
- Have a complete physical health exam** with your doctor (Optional)
- Request a copy of your medical history record to keep with you overseas** (Optional)
- Arrange for medical insurance while abroad** (Optional)
- Purchase travel insurance** for personal possessions, lost or stolen money, airline and rail tickets, etc. (Optional)
- Review our study abroad checklist**

1 week ahead

- Refill any prescriptions** and collect any over-the-counter products that may not be available in your host country (check with your program to make sure they are legal)
- Get a doctor's note authorizing your use of prescription medications you are taking with you
- Make photocopies of all important documents, tickets, and travel passes**
- Prepare a folder to hold all documents.** Hold documents like insurance papers, school registration papers, medical records and copies of documents such as birth certificates; make a copy of all documents to leave at home
- Exchange a small amount of currency to carry with you.** Our Staff in Ghana will help you exchange your currency to the local currency (Cedis) when you arrive in Ghana.
- Notify CATO about your flight arrangements.** Inform us about your flight departure and arrival date and time and any changes that may apply. We use this information to schedule your airport pickup and dropoff.

1 - 3 days ahead

- Pack,** keeping in mind airline regulations on what you can and cannot put in your luggage and carry-ons
- Place your documents folder in a carry-on bag,** BUT keep airline tickets and passport separate from copies, perhaps in a small purse, wallet or "fanny pack"

- Confirm airline and other travel arrangements**
 - Compile a phone/address directory or list to take with you**, including: CATO phone numbers, family, friends, program sponsor, school at home and abroad, home country embassy or consulate. (We provide you with the phone numbers of USA Embassy in Ghana)
 - Make a list of credit card and travellers check numbers; keep one in your document folder and leave the other with a parent or family member in case of emergency
-

Departure day

- Take two forms of ID - at least one should have a photo - to the airport
 - Make sure to leave an emergency contact phone number with your family. You need to provide us with an emergency contact phone number.
 - Place luggage ID tags on each piece of baggage with your destination address
 - Arrive at the airport several hours ahead if you have an international flight
-

Return Home

- Return Study Abroad Evaluation Form
- Share your experience with Others
- Share your pictures and stories with others on our website.
<http://www.catointl.org>