

This checklist must be completed by all outbound students before departure. Bring a signed copy to your pre-departure orientation camp.

Documents

<input type="checkbox"/>	Valid Indian passport — minimum 18 months validity beyond return date
<input type="checkbox"/>	Student / exchange visitor visa for destination country
<input type="checkbox"/>	Rotary acceptance letter and all programme documentation
<input type="checkbox"/>	Host family contact details — printed copy kept in hand luggage
<input type="checkbox"/>	Travel insurance policy documents
<input type="checkbox"/>	Return flight ticket (booked only after visa approval)
<input type="checkbox"/>	School leaving certificate / academic transcripts (English)
<input type="checkbox"/>	Completed and signed Rotary Medical Form
<input type="checkbox"/>	Vaccination certificate
<input type="checkbox"/>	Emergency contact list — printed copy
<input type="checkbox"/>	4–6 recent passport-sized photographs
<input type="checkbox"/>	Photocopies of all documents kept separately from originals

Health & Medical

<input type="checkbox"/>	Full medical and dental check-up completed
<input type="checkbox"/>	All required vaccinations up to date
<input type="checkbox"/>	Sufficient supply of any prescription medication for full exchange duration
<input type="checkbox"/>	Doctor's letter in English for any ongoing medication
<input type="checkbox"/>	Travel insurance confirmed — includes medical, dental, repatriation
<input type="checkbox"/>	Blood group and medical history summary prepared

Money & Banking

<input type="checkbox"/>	Forex card or international debit/credit card organised
<input type="checkbox"/>	Some cash in destination country currency for first few days

<input type="checkbox"/>	Home bank informed of travel dates and destination country
<input type="checkbox"/>	Monthly allowance arrangement confirmed with parents and sponsor club
<input type="checkbox"/>	Rotary pocket money guidelines understood and agreed

Packing Essentials

<input type="checkbox"/>	Rotary blazer — mandatory for all official events
<input type="checkbox"/>	Rotary badge and student ID card
<input type="checkbox"/>	Indian gifts and souvenirs for host families (recommended — 3 families)
<input type="checkbox"/>	Appropriate clothing for destination climate and culture
<input type="checkbox"/>	Universal travel adaptor for destination country
<input type="checkbox"/>	Unlocked mobile phone with international roaming or local SIM plan
<input type="checkbox"/>	Laptop or tablet for school use (confirm requirement with host district)
<input type="checkbox"/>	Family photos and mementos to share with host family

Before You Leave

<input type="checkbox"/>	Pre-departure orientation camp attended
<input type="checkbox"/>	Rotary Code of Conduct signed by student and both parents
<input type="checkbox"/>	Introduction call or video chat with first host family completed
<input type="checkbox"/>	School in India informed — gap year / leave of absence approved in writing
<input type="checkbox"/>	Social media guidelines reviewed and understood
<input type="checkbox"/>	Emergency procedures and contact numbers memorised
<input type="checkbox"/>	Rotary counsellor details saved in phone and written on paper

Signatures

Student Name:	
Student Signature:	
Parent / Guardian Signature:	
Date:	