

The BIG Checklist



- Complete the [Online Pre-Departure Tutorial & Quiz](#)
- Received Official Acceptance into program
- Academic credit approved
- Passport and visa organised
- Applied for [OS-HELP](#), Travel Grants or Scholarships (if applicable)
- Contacted Centrelink (if applicable) – [Youth Allowance](#) or [Austudy](#)
- [Organised vaccinations](#) (if applicable)
- Booked flights
- Reviewed the [Western corporate insurance policy](#)
- Purchased additional travel insurance (if required)
- Agreed with family and friends on how to communicate overseas
- Register your travel with Western – complete the [Confirmation of Overseas Travel \(COT\)](#)
- Register with [Smartraveller](#)
- Copies made of passport and other important documents to leave with family or friends (below)

Important Information

Overseas mobile number	
University/program contact details	
Accommodation/ dorm contact	
Insurance provider/ policy number	Unimutual Ltd, policy number WSYD 19 GPL
Medication information	
Vaccinations obtained	
Flight details (date, time, flight number, airline)	

Important documents to copy (take in carry-on luggage and leave with family and friends)

<input type="checkbox"/> Itinerary	<input type="checkbox"/> Credit/ Debit cards	<input type="checkbox"/> Insurance documentation
<input type="checkbox"/> Passport / Visa documents	<input type="checkbox"/> Official Confirmation Letter	<input type="checkbox"/> Accommodation details



Emergencies

If you find yourself in an unexpected situation call World Travel Protection:

- Phone: **+61 2 8907 5686 (Reverse Charge)**
- Membership number: **CC112UWS**

[World Travel Protection](#) provides medical, travel and emergency assistance to Western Sydney University staff and students travelling internationally as part of their official University-related business or study.