# Appendix 2

**CHECKLIST OF PREPARATION**

* **Approved by International Affairs Office(IAO)**

\_\_\_\_ Submit a copy of Learning Agreement, Acceptance Letter, Insurance Certificate, Flight Arrangement to the Center

\_\_\_\_ Return program admission documents or materials by posted deadlines.

\_\_\_\_ Apply for housing by appointed deadlines.

\_\_\_\_ Apply for courses by appointed deadlines, get approvals from the SISU MBA Center before application.

\_\_\_\_ Confirm your accommodation arrangement with the international coordinator of the host institution. Arrange for temporary accommodations if you will arrive before housing is available.

\_\_\_\_ Make sure all outstanding tuition fee are paid.

\_\_\_\_ Keep phone numbers and mailing addresses updated. Leave emergency contact person’s information. Get in touch with the IAO of SISU MBA Center by email or call to confirm your safe arrival

**IAO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Approved by Academic Affairs Office(AAO)**

\_\_\_\_ Meet with administer of the Academic Affairs Office of SISU MBA Center for courses and credit approval. Understand the academic requirements of the SISU MBA Program

\_\_\_\_ Find a thesis client who will help you deal with the thesis affairs in emergency

**AAO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Approved by Student Affairs Office(SAO)**

\_\_\_\_ Apply for leaves from the SISU MBA Program, complete the relevant application procedure.

**SAO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **For Departure**

\_\_\_\_ Have a valid passport and apply for a visa. Make a copy of your passport and visa page, and bring together with you.

\_\_\_\_ Purchase health insurance, personal accident insurance, etc. that will be valid while abroad throughout the duration of your stay. Take insurance card with you.

\_\_\_\_ Make flight arrangement, be aware of weight limits on luggage.

\_\_\_\_ Arrange to have some local currency to bring with you. Bring appropriate credit cards, bank cards, and travelers checks.

\_\_\_\_ Arrange for power of attorney for the person handling your academic or personal affairs in your absence. Make copies of your travel documents, insurance certificate, credit cards, etc. with him/her.

\_\_\_\_ Arrange for an international calling card and/or apply for international roaming, make plans to purchase a cell phone abroad.

\_\_\_\_ Have a body check before departure. Inform your health & safety issues to your family.

\_\_\_\_ Pack all the documents for immigration and study. Includes, but is not limited to Acceptance Letter, Physical Examination Record (if applicable), flight tickets, passport, address of the host institution and housing, insurance certificate, several passport-size photographs.

\_\_\_\_ Do researches to understand environment, culture, people, custom and religious of the host country.

\_\_\_\_ Check the weather of the host city. Bring appropriate clothing, like some casual wear for daily classes and formal dresses for special events.

\_\_\_\_ Bring laptop, USB, adaptor plug and converter, camera, mobile phone, umbrella, glasses, stationery, Chinese traditional gifts which are not expensive, medicine you need to take regularly.

# Appendix 3

LEARNING AGREEMENT

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| --- |
| Name: Student Number:    Class: Host institution:    Exchange Period: From(Year) (Month) to(Year) (Month) |

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| --- | --- | --- | --- |
| Course | Course Code | Local Credits | Teaching Hours |
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| Student's Signature:  Date: |

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| **SENDING (HOME) INSTITUTION**  We confirm that this proposed program of study/learning agreement is approved.  Academic Advisor's Signature: Date: |

|  |
| --- |
| **RECEIVING (HOST) INSTITUTION**  We confirm that this proposed programme of study/learning agreement is approved.  Departmental coordinator's/Academic advisor's signature:  Date:    Institutional coordinator's/Exchange coordinator's signature:  Date: |