

## DURING YOUR STAY AT HOST INSTITUTION

Bring your original medical certificate and insurance during the orientation at host institution.

Strictly follow the local laws and customs of the host institution/country.

Always ask permission or inform your host supervisor whenever you are leaving the premises or visiting someone you know within the area.

Carry your passport with you at all times.

It is important to note the expiration date of your visa if you are going to apply for extension.

Don't forget to update your home adviser regarding the progress of your research.

Any research work/output that you've done must be credited to both Mapúa and host institution.

## UPON RETURNING TO MAPÚA

Report to your home advisor and/ or ILRAD personnel as soon as possible.



## OFFICE OF INTERNATIONAL LINKAGES FOR RESEARCH AND DEVELOPMENT

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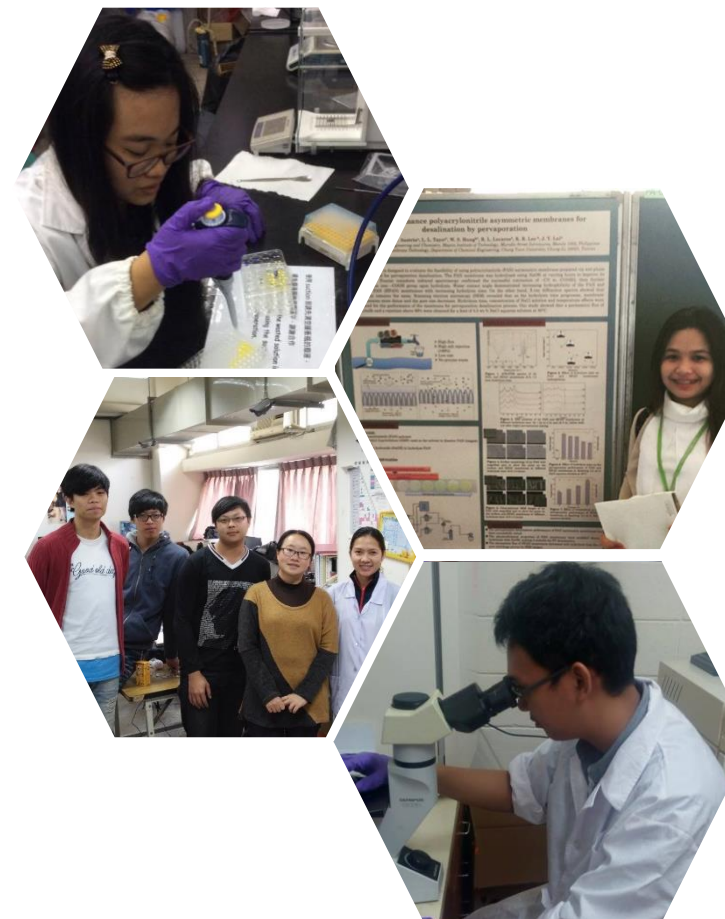
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Look for Mr. Calvin S. Cordero



OFFICE OF INTERNATIONAL LINKAGES  
FOR RESEARCH AND DEVELOPMENT



## TRAVEL PACKET FOR OUTBOUND RESEARCH STUDENTS



Congratulations! You are now under the Mapúa ILRAD's International Sandwich Program (ISP). This packet provides general information you need to know before, during, and after your stay at the host institution.

## BEFORE DEPARTURE

### PASSPORT AND DOCUMENTS

Make sure you have the necessary documents (plane ticket, passport, VISA, invitation letter, etc.).

Keep all your important documents in one handy envelope for organization and easy access.

Make copies of your passport and all of your documents (hard and soft copy) in case of any emergency.



### FINANCIAL RESOURCES

As a student of Mapúa, you are not required to pay any tuition fees to the host institution unless you are enrolling additional special courses.

Bring an internationally accepted ATM card to withdraw money abroad. Overseas withdrawal fees can be expensive so choose your card wisely.

Exchange currencies before going to the airport or upon arrival at your destination.



### HEALTH AND SAFETY

Outbound students are **REQUIRED** to have health insurance coverage for the period of time they are staying abroad.

Carry copies of medical insurance documents with you at all times.

Be sure to bring your own prescription/over-the-counter medicines.



### PACKING

Take note of your airline's baggage allowance and fees.

Never pack valuables and important documents in your checked luggage (i.e. plane tickets, passports etc.)

For carry-ons, any liquid item, like lotion and perfume, should only be in 100-ml containers and should not exceed one 1 L in total.



### AT THE AIRPORT

Be at the airport at least 2 to 3 hours before your scheduled flight.

Before checking in, you will have to pay the Airport Terminal Fee (PHP 750) and Travel Tax if it is not included in your airline ticket.

At the check-in counter, your flight will be confirmed and your baggage checked. Then the check-in officer will give you boarding pass.



### IMMIGRATION AND CUSTOMS

At the immigration, you will have to show your passport, visa, boarding pass, and invitation letter.

Respond honestly and confidently to any questions the immigration personnel might ask you. If they found anything suspicious they can reject your flight.

Be sure to declare any restricted items, as luggage may be opened and checked.



## UPON ARRIVAL

Send an email or message to ILRAD personnel as soon as you arrive at your destination/host institution.

