

The Beyond-Campus Legal Expansion Pack

Three checklists for study abroad, internships, and off-campus housing.

1	Study Abroad Pre-Departure Checklist Travel documents, health insurance gaps, emergency contacts, FERPA disclosure, and a copy-to-parent summary.	Page 2
2	Internship Paperwork Guide NDA review questions, background check rights, workers' compensation basics, and a day-one reference table.	Page 3
3	Off-Campus Housing Parent Checklist Lease co-signer due diligence, state security deposit rules, renter's insurance, utilities, and move-in documentation.	Page 4

Print all pages. Complete each checklist together with your student before the relevant event. Keep one copy; your student keeps one copy.

Study Abroad Pre-Departure Checklist

DOC 1 OF 3

Complete this conversation together, ideally at least one month before departure.

A. Travel Documents

- ☐ Passport is valid. Check expiration date. Many countries require validity extending 3-6 months beyond your return date. Verify requirements for the specific destination at travel.state.gov.
- ☐ Visa type confirmed and in hand (if required). Know whether it includes any work authorization.
- ☐ Two photocopies of the passport information page: one in your student's carry-on (separate from passport), one emailed to parent.
- ☐ Parent has a digital copy of the passport photo page saved.

B. Health Insurance -- Confirm Before Departure

- ☐ Confirmed what existing plan covers internationally. Yes / No / Emergency only
Plan name: _____ Phone for international emergencies: _____
- ☐ Confirmed whether the school's program includes health coverage. Yes / No / Partial
If yes, policy number: _____ Coverage limit: \$ _____
- ☐ Supplemental travel health policy purchased if gaps exist. Yes / No
Provider: _____ Policy number: _____
- ☐ **Medical evacuation coverage confirmed.** Yes / No (This is separate from standard travel health. Ask explicitly.)
Evacuation coverage limit: \$ _____

IMPORTANT

Medical evacuation can cost \$50,000 or more. Standard travel health policies frequently exclude it. Ask your insurer and your program office explicitly before assuming it is included.

C. Emergency Contacts -- Save These Before Departure

Both parent and student should have all of these saved. Don't rely on a shared doc that requires internet access.

CONTACT	NAME / NUMBER / ADDRESS
US Embassy or Consulate (destination city/country)	
Program emergency contact (24-hour)	
Campus study abroad office emergency line	
Student's primary care doctor at home	

CONTACT	NAME / NUMBER / ADDRESS
Parent mobile (saved in student's phone as "Mom Cell" and "Dad Cell")	
Nearest hospital to host campus or housing	

D. FERPA and Data-Sharing Awareness

When your student enrolled in the study abroad program, the enrollment form likely included consent to share records with the host institution. Many students sign this without realizing it.

- ☐ Student has asked the study abroad office: "What specific records are shared with the host institution, and under what circumstances?"

Answer noted here: _____

E. Copy-to-Parent Summary

PARENT'S COPY OF KEY INFORMATION

Student's address abroad: _____

Program name and home institution contact: _____

Insurance policy details: _____

Host university name and address: _____

Host advisor or contact name and email: _____

Internship Paperwork Guide

DOC 2 OF 3

For students facing their first NDA, background check consent, or employment forms.

A. Non-Disclosure Agreement (NDA) -- Read Before Signing

An NDA is a legally enforceable contract. A 19-year-old intern signing one is bound by it.

Questions to ask before signing:

- ☐ What specific information is covered? (Trade secrets only? Client lists? Internal processes? "All information encountered"?)
- ☐ How long does the confidentiality obligation last after the internship ends? (One year? Two years? Perpetual?)
- ☐ Does the agreement include a non-compete or non-solicitation clause?
- ☐ If there is a non-compete, is it enforceable in the state where the internship takes place? (California and some other states limit enforceability for lower-wage workers.)
- ☐ Are there carve-outs for publicly available information?

SAMPLE EMAIL TO HR IF QUESTIONS COME UP

"Hi [name], I want to make sure I understand this NDA fully before signing. Can you help me clarify [specific clause]? I want to be fully aligned with the company's expectations from day one. Thank you."

A question about an NDA does not cost you the offer. It shows you are paying attention.

What the NDA covers / duration / any concerns:

B. Background Check Consent Form

You have the right to receive a copy of any consumer report used in an employment decision under the Fair Credit Reporting Act (FCRA).

- ☐ Student has confirmed what categories are included (criminal history, credit history, other).
- ☐ Student knows they have the right to receive a copy of the report under the Fair Credit Reporting Act (FCRA).
- ☐ If credit history is included (common for finance, banking, positions involving financial data access): student has reviewed their credit report for inaccuracies in advance at annualcreditreport.com.

C. Workplace Injury Coverage

- ☐ Paid internship: confirm with HR that workers' compensation applies.
- ☐ Unpaid internship: ask HR about the legal classification and what coverage exists for workplace injuries.

☐ HR contact information noted.

HR contact name: _____ Email: _____

☐ Student knows how to report a workplace injury (confirm with HR on Day 1).

D. Before Day 1 -- Quick Reference

ITEM	CONFIRMED	NOTES
NDA reviewed and any questions asked	Y / N	
Start date, location, and dress code	Y / N	
HR contact name and email saved	Y / N	
Parking, transit, or access badge process	Y / N	
Supervisor name and how to reach them	Y / N	
Background check submitted and confirmation received	Y / N	

Off-Campus Housing Parent Checklist

DOC 3 OF 3

Review this together before anyone signs a lease.

A. Before Signing the Lease -- Parent Co-Signer Due Diligence

When you co-sign a lease, you are guaranteeing the full rent obligation for the full lease term. This applies even if your student's roommate default.

- ☐ Read the full lease, not just the summary or the rent amount.
- ☐ Know the lease start date and end date.
- ☐ Know the exact monthly rent and what happens if payment is late (late fees, grace period).
- ☐ Understand the early termination clause: what is the penalty for breaking the lease early?
- ☐ Understand the subletting policy: can your student sublet their room if they need to move? Under what conditions?
- ☐ Understand roommate financial responsibility: if a roommate stops paying, are you liable for their share?
- ☐ Security deposit amount and return terms noted.

Security deposit: \$ _____ Terms for return: _____

Landlord / property management contact:

Name / Company

Phone

State security deposit return windows:

STATE	RETURN WINDOW	REFERENCE
Colorado	30-60 days depending on lease terms	Colorado Revised Statutes 38-12-103
California	21 days	California Civil Code 1950.5
Texas	30 days	Texas Property Code 92.103
New York	14 days written statement required (NYC); rest of state varies by locality	NY General Obligations Law Section 7-108
Illinois	30 days (applies to municipalities over 25,000; Chicago has its own ordinance)	Illinois RLTA

For other states, search "[state name] landlord tenant security deposit law" or check your state attorney general's tenant rights page.

B. Renter's Insurance -- Set Up Before Move-In

- ☐ Confirmed parent homeowner's policy does not extend to cover student off-campus (check before buying a separate policy).
- ☐ Renter's insurance purchased. Typical cost: \$10 to \$20 per month.

Provider: _____ Policy number: _____ Annual premium: \$ _____

- ☐ Policy covers: theft, fire, and water damage to personal property.
- ☐ Policy includes liability coverage (check the declarations page).

C. Utilities Checklist

The person whose name is on the utility account is responsible for the bill, even if roommates do not pay their share.

- ☐ Know which utilities are included in rent and which are tenant responsibility.
- ☐ Electricity account setup.

Whose name: _____

- ☐ Internet account setup.

Whose name: _____

- ☐ Gas account setup (if applicable).

Whose name: _____

- ☐ All utility account setup confirmed before move-in date.

D. Move-In Condition Documentation

Document every pre-existing condition before moving in. Send a copy to the landlord in writing.

- ☐ Took date-stamped photos of every room, focusing on walls, floors, appliances, fixtures, and any existing damage.
- ☐ Photos emailed to landlord with subject line "Move-in condition documentation -- [address] -- [date]."
- ☐ Completed a written move-in inspection form (many landlords provide this; if not, ask for one or create your own).
- ☐ Kept a copy of the move-in inspection form for your own records.

TIP

Security deposit disputes are among the most common post-college conflicts. The documentation burden falls on the tenant to prove pre-existing damage. Photos with timestamps, emailed to the landlord before you unpack, are the most effective protection.