



CHECKLIST FOR J-TERM 2010 STUDY/TRAVEL COURSES

All tasks listed below must be completed and all required forms must be submitted to the Office of International Education or appropriate departments by **Wednesday, November 11th, 2009.**

DONE?	TASKS TO COMPLETE
	Apply for or renew your passport
	Sign inside cover of passport (the identification page)
	Make 2-3 photocopies of your passport (just the pages with your photo and signature); leave one copy at home, carry one copy with you (separate from your passport) and provide one copy to your instructor.
	Print out and complete Emergency Contact Information card and carry it in wallet or purse while traveling.
	Carry your HTH insurance card, which will be distributed by your instructor prior to departure
	Leave copies of your itinerary, insurance card, passport data page and visas with family or friends, so you can be contacted in case of an emergency.
	Follow your instructor's visa and immunization instructions.
	Access the reading materials listed on pp. 5 of the Student's Guide
	Optional: purchase a trip cancellation plan
	Recommended: Take 3 extra passport size photos with you
	<p>FORMS REQUIRED FOR YOU AND YOUR PARENT/GUARDIAN http://www.rmc.edu/Academics/study-abroad/jterm/requiredforms.aspx (Submit all materials electronically by Wednesday, November 11th)</p>
	<p><u>For you:</u></p> <ul style="list-style-type: none"> • Academic Work/Personal Conduct Form • Emergency Contact Information Form • Emergency Medical Information Form • General Release from Liability Form • Mandatory Medical Insurance Form • Informed Consent/Privacy Act Waiver Form • Privacy Act Waiver for U.S. Department of State Form • Cancellation & Refund Policy Form
	<p><u>For your parent/guardian:</u></p> <ul style="list-style-type: none"> • General Release from Liability Form • Mandatory Medical Insurance Form • Cancellation & Refund Policy Form