Studying abroad will be a big adventure – but it is also a big responsibility. To prepare for your trip, here are some important dates and deadlines to keep in mind.

Print this checklist and keep it on your fridge at home, or in another place that you will see every day!

In order to travel this summer, you must complete all of the following tasks by these deadlines. If you join a program after these dates, you must complete these tasks as soon as possible, or by the deadline communicated to you by CIEE.

* As outlined in the Terms and Conditions, failure to complete these tasks on time can risk cancellation of program participation and/or revocation of scholarship funding.

Important Due Dates

**APRIL 1, 2019**
- ☐ HEALTH FORM (FOR YOUR DOCTOR)*
- ☐ HEALTH CONSENT FORM (FOR YOUR PARENT/GUARDIAN)*
- ☐ YOUR PASSPORT*

**APRIL 12, 2019**
- ☐ COLLEGE CREDIT FORMS
- ☐ PROGRAM BALANCE PAID IN FULL*

**APRIL 15, 2019**
- ☐ FLIGHT ITINERARY CONFIRMED*

**APRIL 30, 2019**
- ☐ STAMP TEST (FOR LANGUAGE & CULTURE PROGRAMS ONLY)

**MAY 1, 2019**
- ☐ HOME AWAY FROM HOME – HOUSING QUESTIONNAIRE
- ☐ SAFETY QUESTIONS AND WAIVERS
- ☐ iNEXT TRAVEL INSURANCE FORM
- ☐ PARENT/GUARDIAN CONSENT TO TRAVEL FORM
  - If you are traveling to Chile, this form must include an Apostille authentication*
- ☐ SAY CHEESE! – ID PHOTO
- ☐ VISA UPLOAD (Australia, China, Ghana, India, Russia)*

**JUNE 1, 2019**
- ☐ KNOW BEFORE YOU GO COURSE
- ☐ YELLOW FEVER VACCINE CERTIFICATE UPLOAD (Ghana only)
- ☐ BIKE RENTAL FORM (Ferrara, Italy only)

You will find the To Do List with these tasks in your CIEE Account, so make sure to bookmark that page and share your login information with your parent/guardian. Keep in mind that not all of these tasks will appear in your CIEE Account at once; we will release new tasks on the 15th of the month, from January to March.
If you are accepted onto the program after a due date: don’t worry! Get started on your to do list right away and let us know if you have any questions.

To Do List Timeline

Start working on the following once you are confirmed:

- **HEALTH FORM (FOR YOUR DOCTOR):** Contact your doctor right away to make an appointment! After your doctor has filled out this form, you will need to upload it to your CIEE Account.
  - If you are traveling to Ghana, you will also need to get a yellow fever vaccine and upload your vaccine card to the task in your CIEE Account.
- **HEALTH CONSENT FORM (FOR YOUR PARENT/GUARDIAN):** You and your parent/guardian will need to print, sign, and upload this form to your CIEE Account.
- **LANGUAGE EXPERIENCE (French and Spanish Language & Culture programs only):** Complete this task to confirm your eligibility for our French and Spanish Language & Culture immersion programs.
- **KNOW BEFORE YOU GO:** Read this introduction to your online CIEE orientation course. Your course will begin on January 15th and must be completed by June 1st.
- **YOUR PASSPORT:** Add your passport details, and upload a photo/scan of your passport. If you do not have a passport, apply right away! You must have a passport to travel on our programs, no exceptions.

Start working on the following in January:

- **AWAY WE GO - FLIGHTS** – we will provide instructions on how to book a flight to your program location. We offer a chaperoned group flight option for every program. These flights are subject to availability, so we recommend booking as soon as possible. You may also fly without a chaperone, as long as your flight arrives and departs within the designated timeframe for your program location.
- **VISA INSTRUCTIONS:** If you are traveling to Australia, China, Ghana, India, Russia, or Tanzania, you will need to get a visa. Each country has different visa procedures, so it is important to read and understand what is required for your program location. This task will also include a space for your VISA UPLOAD. Upload a photo or scan of your visa, once you receive it later in the spring (usually in May or early June). If you are traveling to Tanzania, you do not need to upload a photo of your visa, because you will get it upon arrival at the airport.

Start working on the following in February:

- **DISABILITY ACCOMODATION REQUEST FORM:** Answer this questionnaire about what you need to succeed. If you answer yes to any of the questions, you will download and complete the Disability Accommodation Request Form and email it to us at hssummerabroad@ciee.org. The form gives you the opportunity to share your IEP, 504 plan, or ADA accessibility plan, if applicable.
- **COLLEGE CREDIT OPTION:** You can receive four college credits from Tulane University for your Language & Culture program. Check your CIEE Account for instructions and forms to complete. In order to be eligible, you must upload an academic transcript, complete the forms, and pay a $150 School of Record fee by April 12, 2019.
- **iNEXT TRAVEL INSURANCE FORM:** Print this form and have your parent/guardian sign it, and then upload it to the task in your CIEE Account.

Start working on the following in March:

- **BIKE RENTAL FORM (Ferrara, Italy only):** Depending on your homestay placement, you may be using a bicycle to commute to and from your language classes. Please complete this form so our staff in Ferrara can rent a bike for you.
- **HOME AWAY FROM HOME – HOUSING QUESTIONNAIRE:** Whether you will be living in a dorm, hostel, or with a host family, we want to learn more about you so that we can ensure a safe and supportive environment during your program.
- **SAY CHEESE! ID PHOTO:** Upload an ID-style photo of you on a white background to your CIEE Account. Check your Photo Identification reading for further instructions.
- **PARENT/GUARDIAN CONSENT TO TRAVEL FORM:** Required for all locations, however some countries may require additional documents, such as a certified copy of your Birth Certificate.
  - If you are traveling to Chile, your Secretary of State must authenticate your form with an Apostille. Make sure you follow all directions carefully for this task.
- **SAFETY QUESTIONS AND WAIVERS:** Please sit down with your Parent/Guardian to read this important safety information, and answer some questions. Your Parent/Guardian will need to e-sign to confirm that they have read and understand the policies.