



# Upper Midwest Association for Intercultural Education

## STEPS TO FOLLOW ONCE YOU ARE ACCEPTED INTO A UMAIE COURSE:

- 1. DOWNLOAD AND RETURN THE MEDICAL REPORT FORM** – Download the Medical Report Form from the website: [www.umaie.org/downloadforms](http://www.umaie.org/downloadforms). Return **two** copies of the Medical Report form to your campus UMAIE Board Member before October 23, 2009.
- 2. REVIEW YOUR PASSPORT AND SEND COPY** – Send two copies of your valid and signed passport to your campus UMAIE Board Member before October 23, 2009 if you did not do so with your application (not required for the Hawaii: Multi-Cultural Communications in Organizational Settings and Peopling Paradise: A History of Hawaii).
  - Passports must be valid **through August 2010**, or beyond if you are extending your stay. **Please check the date now!**
  - If you need to apply for or renew a passport, please do so immediately. The passport application and renewal process can take up to two months.
  - Penalties may occur if the passport copy is not turned in by **October 23, 2009**. For information about applying for or renewing passports please visit: <http://travel.state.gov/passport>.
- 3. CHECK TO SEE IF YOUR COURSE REQUIRES A VISA** – If your course requires a visa it will be stated on the course description. A country specific visa application will be sent to you 1-2 months prior to departure.
- 4. MARK YOUR CALENDAR NOW!** – You are required to attend the **UMAIE 2010 ORIENTATION SESSION** on Saturday, November 21, 2009. It will be held at the University of St. Thomas from 1:00 PM – 4:30 PM. **\*THIS SESSION IS MANDATORY\***
- 5. CHECK ON REQUIRED OR RECOMMENDED IMMUNIZATIONS** – Information regarding recommended and or needed immunizations can be found at the CDC website: [www.cdc.gov/travel/](http://www.cdc.gov/travel/). If you are traveling to a destination that requires an immunization, the UMAIE Secretariat will inform you in a timely manner. Please communicate with your personal physician at least 6 weeks before your departure to discuss any CDC recommended immunizations and to be sure you are up to date on all routine immunizations.
- 6. APPLY FOR YOUR INTERNATIONAL STUDENT ID CARD** – All students traveling to an international destination are required to have an International Student Identification Card (ISIC). Please check with your campus UMAIE Board Member on the ISIC procedures.
- 7. MAKE DECISIONS REGARDING TRAVEL DEVIATIONS** – Course prices are based on group travel arrangements. Requests for travel deviations from the group arrangements must be made in writing to Seminars International (e-mail: [travel@semint.com](mailto:travel@semint.com); fax: 312-332-5509). A service charge will be levied for all deviations. The service charge for requests received by Seminars International before October 2, is \$75; effective October 3; the service charge is \$125. After November 3, no deviation requests will be accepted. Once the deviation has been booked, any changes may incur additional costs. Students who deviate are responsible for providing their own transportation to or from the actual course location abroad. **NOTE: Not all airlines allow deviations on group reservations.**

**\*\*\*Students from Elmhurst College and Augustana College will receive further information on travel to Minneapolis/St. Paul or from your originating city.**

### **8. NOTE COURSE CANCELLATION POLICY:**

No cancellation fee	Through September 14, 2009
\$100 cancellation fee	September 15 – October 2, 2009
\$400 deposit forfeited	October 3 – November 3, 2009
\$400 + possible loss of entire course fee	After November 3– December 3, 2009
No refund	After December 3, 2009

All cancellations must be submitted in writing on the UMAIE Course Cancellation Form (download from the website: [www.umaie.org/downloadforms](http://www.umaie.org/downloadforms)) and must be signed by your campus UMAIE Board Member. The date the form is signed by the Board Member is the official cancellation date.

- 9. NOTE FINAL PAYMENT PROCEDURE:** Students at Gustavus Adolphus College should bring their final payment to their International Education office on or before, Tuesday, November 3, 2009. Students from Elmhurst College should bring their final payment to their Student Accounts office on or before Thursday, October 29, 2009. Students from other institutions will have their course fees billed to their student account. Please note the final statement will be sent the last week in October.