



# Upper Midwest Association for Intercultural Education

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

- 1. DOWNLOAD AND RETURN THE HEALTH QUESTIONNAIRE FORM** – Download the Health Questionnaire Form from the website: [www.umaie.org/once\\_accepted](http://www.umaie.org/once_accepted). Type in your information, print the form and return **two** copies of the Health Questionnaire form to your campus UMAIE Board Member before October 24, 2011.
- 2. REVIEW YOUR PASSPORT AND SEND COPY** - Send one copy of your valid and signed passport to your campus UMAIE Board Member before October 24, 2011 if you did not do so with your application.
  - Passports must be valid **through August 2012**, 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 24, 2011**. 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 2-3 months prior to departure.
- 4. 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.
- 5. 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 3, is \$75; from October 4, 2011 until November 1, 2011 the charge is \$125. After November 1, 2011, no deviations 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, Augustana College and St. Ambrose University will receive further information on travel to Minneapolis/St. Paul or from your originating city.**

- 6. ORIENTATION** - will include a self-study and on-line quiz to be completed early Fall, a webinar on-line meeting in November and an on-site orientation session once abroad. More information on these components and the deadlines for completing them is available on the UMAIE website by clicking on the UMAIE Courses tab, then clicking on your course title and following the link to the orientation information. **FULL PARTICIPATION IN EACH COMPONENT IS MANDATORY.**

**7. NOTE COURSE CANCELLATION POLICY:**

No cancellation fee	Through September 15, 2011
\$500 cancellation fee	September 16 – November 1, 2011
\$500 + possible loss of entire course fee	After November 1, 2011
No refund	30 days or less prior to departure

All cancellations must be submitted in writing on the UMAIE Course Cancellation Form (download from the website: [www.umaie.org/once\\_accepted.htm](http://www.umaie.org/once_accepted.htm)) 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.

- 8. NOTE FINAL PAYMENT PROCEDURE:** Accepted applicants are notified of the final price during the last week of October. Students at Gustavus Adolphus College should bring their final payment to their International Education office on or before, Tuesday, November 1, 2011. Students from Elmhurst College should bring their final payment to their Student Accounts office on or before Tuesday, November 1, 2011. 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.