



Upper Midwest Association for Intercultural Education

STEPS TO FOLLOW ONCE YOU ARE ACCEPTED INTO A UMAIE COURSE

1. **REVIEW YOUR PASSPORT** – Passports must be valid **through July, 2018**, 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. **If you have not submitted your passport copy to the UMAIE office by October 20, 2017, late fees of \$100 will apply and/or possible cancellation from course may be required.**

2. **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. **If you do not have your passport by the required date, and a visa is required for your course, you will be responsible for obtaining a visa on your own so that we do not hold up the group's visa process.**

3. **COMPLETE THE HEALTH QUESTIONNAIRE** - Form is on your studio abroad website.

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. 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 8 weeks before your departure to discuss any CDC recommended immunizations. Be sure you are up to date on all routine immunizations and any medical prescriptions prescribed by your personal physician.

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). A service charge will be levied for all deviations. The service charge for requests received by Seminars International before October 1, 2017 is \$75 (Additional airline fees will apply.); After October 1, 2017, no deviations will be accepted. Once the deviation has been booked, changes will 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 University, and St. Ambrose University will receive further information on travel to Minneapolis/St. Paul or from your originating city.**

6. **ORIENTATION** - will include a student manual for self-study and on-line quiz to be completed early Fall, a webinar including all students enrolled in the course led by your faculty director/s in November, and an in-person, 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 with full refund of deposit	Through September 15, 2017
No refund of full deposit	September 16 - October 1, 2017
No refund of full deposit + possible forfeit of entire course fee	After October 1, 2017
(If any recoverable cost is possible, amounts will not be determined until February 2018.)	
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) and must be signed by your campus UMAIE Board Member. The date this 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, and St. Ambrose University should bring their final payment to their International Education office on or before November 3, 2017. Students from Elmhurst College should bring their final payment to their Student Accounts office on or before November 9, 2017. Students from