Dear Extended Study Group Participant:

We hope you are looking forward to your Extended Study experience at the end of the fall semester! An important step in the preparation process is the completion of required paperwork. The following documents must be reviewed, completed and returned to our office by **Friday, October 6, 2017**. Please note that timely completion of these forms is required for your participation in this Extended Study. The five documents listed here are to be submitted to our office in 101 McGregory Hall.

**Due by October 6, 2017:**

1) **Confidential Physician’s Report**
   Please complete both sides of the form yourself, sign, and **return it to our office**. We will forward this form to Dr. Miller for her review. *Do not take this form to the Student Health Office or to your own physician.*

2) **Acknowledgement of Risk and Responsibility Form** *
   Complete, sign, and return to our office. *Please note that we ask your parent(s) to review this document as well.

3) Ask your parent(s) to read and complete the **Parent Cover Letter (Emergency Contact)** to return to our office. On this cover sheet we ask your parent(s) for their contact information. This information is important for your Extended Study director to have, especially in the case of an emergency.

4) **Off-Campus Study Policies** sheet. If you have any questions about this or any pre-departure questions along the way, contact us.

5) For international programs, we will need a copy of the informational page of your signed passport, and if applicable, a copy of your I-20 and U.S. visa. Do not fax a copy of your passport. It is not readable. We can make copies in our office and we can accept a scan.

For international programs, you can learn general information about the Cultural Insurance Services International (CISI) Study Abroad Blanket Student Accident and Sickness Policy included in the program fees for Extended Study programs by visiting the CISI website at https://www.culturalinsurance.com/students/ More specific information will be available closer to your time of departure.

The most recent available Extended Study cost estimate is available at [http://www.colgate.edu/academics/off-campus-study/estimated-student-budgets](http://www.colgate.edu/academics/off-campus-study/estimated-student-budgets). For updated exchange rate information, the following website is helpful: [www.oanda.com](http://www.oanda.com).

Sincerely,

Off-Campus Study / Center for International Programs