

Dear Study Group Participant:

We hope you are looking forward to your study group experience! Your participation is conditional on your maintaining satisfactory academic and disciplinary records prior to and during your off-campus study program. Additionally, in order to remain eligible to participate, we expect you to attend all pre-departure meetings and submit required paperwork by stated deadlines.

A [\\$450 nonrefundable deposit](#) toward the costs of the study group is required. If you withdraw after you commit to the study group, your program deposit will be forfeited. In the event that Colgate University cancels the programs due to COVID-19, or other exceptional circumstances, your \$450 deposit will be credited toward your student account.

Before your first pre-departure meeting, you are required to complete the following:

- 1) Review, and sign as indicated the following documents under “**Materials**” on the off-campus study portal offcampusstudy.colgate.edu:
 - **Student Information Letter** (this letter) – Download and save.
 - **Family Information Letter** – Download and share with your parents/guardians.
 - **Acknowledgement of Risk and Responsibility Form** – Complete and sign. Download and share with your parents/guardians.
 - **Off-Campus Study Policies** - Read and sign. Download and share with your parents/families.

Note that there will very likely be additional forms and communication later in the semester to address off-campus COVID-19 regulations, safety protocols and requirements.

- 2) Complete all post-decision forms under “**Questionnaires**” on the off-campus study portal at offcampusstudy.colgate.edu:
 - **Confidential Physician’s Report** - Complete the form yourself and sign. We will forward this form to the Colgate student physician for their review. *This is a self-reporting form; do not ask a medical health professional to complete it for you.*
 - **Emergency Contact Form** - Complete this online form to indicate who your emergency contacts will be while you are abroad.
 - **HIPAA Authorization** - Because you are a legal adult, you must give consent for medical information to be shared with others. Most students include their parents'/family members' names on this form.
 - **Non-Directory Information Release Form** - Because you are a legal adult, you have the right to share information about your student records. Provide the name and relationship of the person with whom you grant the off-campus study office permission to share non-confidential program information.

- 3) Participants in all international off-campus study programs must *upload a single scan of the first two pages of their signed and valid passport* (the biographical and signature pages) and, if applicable, *a copy of your I-20 and U.S. visa*. (Note: *Your passport expiry date must be at least 6 months past the ending date of your international program abroad.*)

Students on international programs will be automatically enrolled in Cultural Insurance Services International (CISI) worldwide health insurance, designed to be used exclusively outside the United States. The cost of this insurance is included in the program fees for Colgate Study Groups. Students with pre-existing medical or mental health conditions should work with CISI to identify an appropriate provider for continued treatment while abroad. CISI reimburses the cost of all submitted and covered claims for illness and injury abroad with no deductible. More specific information will be available closer to the date of departure.

Students on domestic programs must retain their regular domestic (United States) health insurance. To prepare for being on a U.S.-based study group, students should identify medical or mental health providers covered under their plan in that location.

Students on international programs are also automatically enrolled in International SOS (I-SOS), a global security and assistance program. Colgate University contracts with I-SOS to provide worldwide assistance, security, and safety information, as well as evacuation services for the Colgate community abroad. For more information, see <https://www.internationalsos.com/>. I-SOS *does not provide* medical coverage. You may access the Colgate I-SOS portal by logging on using the Colgate member number that will be shared with you at a pre-departure meeting.

The most recent [off-campus program cost estimates](#) are available on our website. For updated exchange rate information, the following website is helpful: <http://www.oanda.com/>.

We hope you are excited about the adventure that awaits! Your study group director and program manager will share information over the course of your pre-departure semester. We encourage you to review the [OCS FAQ](#) page on our website. If you have any further questions or concerns, we can be reached at (315) 228-7216 or off-campusstudy@colgate.edu.

Sincerely,

Off-Campus Study / Center for International Programs