

**COLGATE UNIVERSITY**  
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Hamilton, New York 13346-1398

Off-Campus Study / Center for International Programs  
101 McGregory Hall

(315) 228-7216  
[off-campusstudy@colgate.edu](mailto:off-campusstudy@colgate.edu)

Dear Study Group Participant:

We hope you are looking forward to your Study Group experience next 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 in 101 McGregory Hall. Please note that timely completion of these forms is required for your participation in this Study Group.

- 1) **Off-Campus Study Policies** - Please print, read, and sign. \* We also ask that you share this information with your parent(s). If you have any questions about this or any pre-departure questions along the way, contact us.
- 2) **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.*
- 3) **Acknowledgement of Risk and Responsibility Form** - Complete, sign, and return to our office. \*Please ask your parent(s) to review this document.
- 4) **Emergency Contact Form** - Please complete this online form to indicate who your emergency contacts will be while you are abroad.
- 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.

Please ask your parent(s) to read the **Parent Information Letter** on our website.

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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 Study Group programs by visiting the CISI website at <https://www.culturalinsurance.com/students/>. More specific information will be available closer to your time of departure.

You will be automatically enrolled in International SOS, a Global Assistance Program. Colgate University contracts International SOS (SOS) to provide worldwide assistance, security and safety information, and evacuation services for the Colgate community abroad. <https://www.internationalsos.com/>

You and your parents may access the Colgate ISOS portal by logging on using the Colgate member number that will be shared at a pre-departure meeting.

Although ISOS offers our students and the Colgate community medical advice and services in addition to security and safety assistance, ISOS is not health insurance. Students with medical concerns should work through CISI for referrals and medical assistance.

The most recent available Study Group cost estimate is available at <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