

**CHECKLIST FOR  
CCID STUDY ABROAD PROGRAMS  
(KEEP FOR YOUR REFERENCE!)**

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These items should help you get your paperwork done and organized, as well as make you think about your trip and have you prepared well for it. We hope you find these useful!

- Complete and submit online to CCID the program **Application**
- Print and sign 3x the **Waiver Release** page (Step 5 of online application) and have it approved by the instructor at your college.
- Write a check for \$200 (nonrefundable deposit payable to CCID with Program Name & Country, and Applicant's Name on the check).  
  
If you want to pay the deposit with a Credit Card (Visa, MasterCard, Discover), please call: (319) 398-7622 [Janice] or (319) 398-7183 [Andrea].
- Mail the Waiver Release page and deposit check (make check payable to CCID) to:  
  
CCID Executive Office  
PO Box 2068  
Cedar Rapids, Iowa, 52406-2068  
Attn: Andrea Siebenmann
- Apply for a **scholarship** at a sponsoring (home) College
- Have a **Passport**, and make sure it is valid 6 months from the program return date
- Apply for a new Passport (if you don't have one). Visit our website for helpful links about how to obtain a passport.
- Make a copy of passport photo and signature page and mail to CCID Office at the address above
- Register and pay tuition** for the required study abroad course at your College (contact your study abroad instructor for specific details and instructions). Tuition is not part of the Program fee, it needs to be paid separately to the college.
- Pay the full program fee by program deadline.**
- Check e-mail messages from CCID Office or Lead Program Instructor (name & college are on the Troika website: "Colleges" link)
- Keep in contact with your Lead Program Instructor
- Consult your personal physician or travel clinic in your town/ area** on any necessary immunization requirements for the destination country, and for prescribing any medications you may need during your trip, incl. prescription for glasses or lenses if you wear them. Also, check the CDC (Center for Disease Control) website for your country's immunization recommendations as well as other advice: <http://wwwn.cdc.gov/>
- Attend and/ or participate fully in all pre-departure activities as assigned by your Lead Program Instructor
- Visit [www.ccidinc.org](http://www.ccidinc.org) for additional program and country information