

COLGATE UNIVERSITY
13 Oak Drive
Hamilton, New York 13346-1398

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

(315) 228-7216
off-campusstudy@colgate.edu

Dear Study Group Participant:

We hope you are looking forward to your study group experience! Your acceptance is conditional on your maintaining satisfactory academic and disciplinary records up to the start of the study group. Additionally, you are expected to attend all pre-departure meetings and submit required paperwork in a timely fashion in order to remain eligible.

[A \\$450 nonrefundable deposit](#) toward the costs of the study group is due by your commitment deadline. In the event that a student withdraws after commitment to the study group, the program deposit will be forfeited.

The following requirements must be reviewed and electronically signed, when applicable, through the [Off-Campus Study portal](#).

- 1) **Extended Study Family Information Letter** – Please download, print and share with your family.
- 2) **Student Information Letter** – (this document) Please download, print and keep.
- 3) **Colgate Extended Study Participant Agreement** –Read carefully and sign. *Please ask your parent/guardian to review this document.
- 4) **Extended Study Policies** - Please read and sign. * We also ask that you share this information with your parent/guardian.
- 5) **Confidential Medical Report** - Please complete the form yourself and sign. We will forward this form to the University Physician for their review. *This is a self-reporting form; there is no need to have a medical health professional complete it for you.*
- 6) **Emergency Contact Form** - Please complete this online form to indicate who your emergency contacts will be while you are abroad.
- 7) **HIPAA Authorization** - Because you are a legal adult, you need to give consent for medical information to be shared with others. Most students include their parents' or guardians' names on this form.
- 8) **Non-Directory Information Release Form** - Because you are a legal adult, you have the right to share information about your student records. Please provide the name and relationship of the person who you would give permission for our office to share non-confidential program information in an emergency.

For international programs, you will upload a scan of the informational page of your signed passport, and if applicable, a copy of your I-20 and U.S. visa. Your passport expiry date must be at **least 6 months** past the ending date of your international program abroad.

If you have any questions about this or any pre-departure questions along the way, contact us.

Students on international programs will be automatically enrolled in [Cultural Insurance Services International \(CISI\)](#) worldwide health insurance. The cost of this insurance is included in the program fees for Colgate Study Groups. Students with pre existing or chronic 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.

Colgate University advises students to continue their U.S.-based coverage for medical needs overlapping departure and return from education abroad.

Students on international programs are also enrolled in [International SOS](#), a Global Security and Assistance Program. Colgate University contracts International SOS (ISOS) to provide worldwide assistance, security and safety information, and evacuation services for the Colgate community abroad. ISOS does not offer medical coverage. You may access the Colgate ISOS portal by logging on using the Colgate member number that will be shared at a pre-departure meeting.

The most recent Study Group cost estimates are available on our website under [“Costs and Aid.”](#) For updated exchange rate information, the following website is helpful: www.oanda.com.

We hope you are excited about the adventure that awaits! We encourage you to check out the resources 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