

NATIONAL DEFENSE UNIVERSITY

International Fellows Class of 2020

Pre-Departure Emails and Tasks

Over the next few months, you will receive emails from ISMO with additional information to facilitate your transition to the U.S. Associated with most of these emails are tasks that need to be completed before your departure.

Passport & Visa

Task: Ensure you bring your passport and visa.

Task: Ensure dependent's secondary ID is in Latin characters.

Sponsor Program Memo

Task: Decide if you would like to participate in the Sponsor Program

Task: Get in contact with your Sponsor via email prior to arrival (if applicable)

Dependent Medical Coverage Memo (If Applicable)

Task: Thoroughly review medical memo requirements before purchasing insurance for dependents

Task: Purchase compliant health insurance for dependents before they are added to your ITO

Task: Send your complete health insurance policy, policy summary, and ID cards to ISMO

Public School Information for Children Memo (If Applicable)

Task: Gather children's academic records to bring to the United States.

Task: Gather children's medical records, vaccination records and birth certificate to bring to the United States (use forms DD 2808 or DD 2807-1 for medical exams). ALL children must have a school physical in order to register for school; if the DD 2808 or DD 2807-1 are completed as part of the medical exam this will suffice as proof of a physical for school registration. Otherwise your children will have to have another physical upon arrival in US.

Task: Email the POC identified in the public school information memo to set up registration appointment

Information Technology Memo

Task: Complete Cyber Awareness Training and submit signed certificate of completion

Task: Complete NDU System Authorization Access Request (SAAR) form and submit to ISMO

Task: Review memo and ensure your computer meets NDU standards

Academic Records Memo

Task: Collect your records (including all transcripts) as defined in the memo and bring to the US

Lodging Information Memo

Task (for **non-US** government funded students only): Ensure that you have arranged for adequate housing and you have informed ISMO of the address

Task (for US government funded students only): Reply to corporate housing provider email confirming your arrival information, number of family members accompanying you, and the number of bags

Post-Arrival Task Checklist

Task: Utilize the Inprocessing schedule and the Post-Arrival Task list to plan when your family will arrive, when your dependents will get military IDs (appointments can be scheduled in advance), etc.

Arrival Instructions Email

Task (for US government funded students only): Ensure that you understand the airport pick-up procedure with the corporate housing provider, and the both they and ISMO are aware of your arrival airport, time, and flight number

Task (for US government funded students only): Ensure that you understand who will be picking you up/ from your housing/at what time for your transport to NDU on Monday, July 1st.

Invitation Travel Order (ITO)

Task: Ensure that the Security Cooperation Officer in the US embassy in your country issues you an ITO

Task: Ensure that all dependents listed on your ITO have medical exams and updated vaccinations (use forms DD 2808 or DD 2807-1 for medical exams) and ensure they are listed as authorized on your ITO.

Task (for US government funded students only): Ensure that the SCO provides you with a cash advance for your travel and living allowance

Driver's license

Task: Ensure that you (and your dependents) have an international driver's license before you depart.