

## International Maritime Staff Operators Course Pre-Departure Checklist

| Topic   | No | Yes |
|---|----|-----|
| <b>1. Contact with U.S. Military Representative:</b> Have you established initial contact with the U.S. military representative at the U.S. embassy in your country for briefings and issue of Invitational Travel Order (ITO)? |    |     |
| <b>2. Passports and Visas:</b>  |    |     |
| a. Are your passport and visas valid throughout the entire length of your visit?  |    |     |
| b. Do you have A-2 status and a visa stamped "D/S" and "multiple entry?" The visa must extend past your graduation date.  |    |     |
| <b>3. Invitational Travel Orders:</b>   |    |     |
| a. Do you have your original orders and three (3) copies of the ITO?  |    |     |
| b. Have you had the ITO thoroughly explained to you by the Security Cooperation Officer/Representative?   |    |     |
| c. Are all blocks filled out properly?  |    |     |
| <b>4. NWC Enrollment:</b>   |    |     |
| a. Have you completed the online Student Enrollment Form and forwarded it to the Naval War College International Military Student Officer (NWC IMSO)?   |    |     |
| b. Have you sent your biography or will you bring a copy with you?  |    |     |
| <b>5. Travel Information:</b> Have you completed the online travel form and forwarded it to the NWC IMSO?   |    |     |
| a. Have you confirmed your travel reservations for Providence, Rhode Island (airport code: PVD)?  |    |     |
| b. Is your country representative aware of your travel itinerary?   |    |     |
| c. Is your arrival arranged so that you will arrive in Newport two (2) business days prior to the course start date?  |    |     |
| <b>6. Pay:</b> Have you arranged to have your pay forwarded to you at the Naval War College?  |    |     |
| <b>7. Personal Expenses:</b> Have you brought sufficient funds to cover initial costs upon arrival in Newport (lodging, meals, incidentals, etc.)?  |    |     |
| <b>8. Driver's License:</b> Have you obtained a driver's license from your country? Is it current and will not expire while in U.S.? Will your driver's license remain current throughout the duration of the course?           |    |     |
| <b>9. Mail:</b> Have you planned to have your mail forwarded to the Naval War College mail room? Try to maximize the use of on-line bill pay, subscriptions, etc.   |    |     |
| <b>10. Medical:</b>   |    |     |
| a. Do you have a thorough understanding of the limits of medical care provided by the U.S. Navy, as contained in your ITO and briefed by the Security Cooperation Officer/Representative in your country?                       |    |     |
| b. Does your ITO authorize all medical billing to be sent directly to your government?  |    |     |
| c. Do you have a medical history, including a list of immunizations?  |    |     |