



# Global Education STUDY ABROAD PRE-DEPARTURE CHECKLIST

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\*LONDON\*

Participant Name: \_\_\_\_\_

Please fill out the following forms:

- ◆ CCS [Student Contact Information form](#)
- ◆ CCS [Student Medical Information form](#)
- ◆ CCS [Assumption of Risk form](#)
- ◆ CCS [FERPA Release form](#)
- ◆ CCS [Model Release Form](#)
- ◆ CCS Travel Waivers Form (if applicable)

You will also need to submit copies of the following:

- ◆ U.S. health insurance card
- ◆ Copy of Driver's License or ID
- ◆ travel / study abroad insurance
- ◆ passport (1<sup>st</sup> and 2<sup>nd</sup> page)
- ◆ travel visa (if required)
- ◆ travel itinerary
- ◆ Proof of STEP Dept. of State Registration
- ◆ SCC/SFCC course registration
- ◆ receipt for program fee paid in full

Submit the forms and copies to:

**Spokane Community College:**

**Scott Orme**, English Instructor

Office: Building 1, Room 220A

Phone: 509-533-8079

**Angela Rasmussen**, Faculty

Office: Building 1 Room, 220M

Phone: 509-533-8011

Mailing Address:

1810 N Greene Street,  
MS 2011 Spokane, WA  
99217-5399 USA

For additional information, please contact:

Samantha Cahill

**Global Education Office**

SCC: Building 15, Room 114; 509-533-8671

SFCC: Building 17, Room 106; 509-533-4114