

Congratulations on being accepted to a MassArt travel course!
Here's your checklist of items to do before **the deadline of November 15, 2018.**



1. Pay the non-refundable \$750 Deposit

By Check:

- Made out to MassArt
- Bring to the Student Development office (2nd Fl, Kennedy Bldg)
- Write your student ID number and the travel course name on the notes line

Online/Credit Card:

- Go to <https://www.paybill.com/massart>
- For "type of bill" select "deposit"
- Once the deposit is made, you will receive an email receipt
- Forward the receipt to international@massart.edu with the heading "Travel Course Deposit Receipt"

The deposit will be deducted from the travel course fee, which will appear on your spring 2019 statement, sent in mid-late November. **Upon receipt of this non-refundable deposit, you will be officially enrolled in the course.** Please note, you **do not need to register for this course in DaVinci.** Our office will update the Registrar to add this course to your schedule.

2. Complete the Studio Abroad Forms

Log in at <https://cof.studioabroad.com/> (using the same Username and Password as when you applied to the course) and submit these forms. Any forms not listed below are not required at this time.

- Under the "Questionnaires" Heading:
 - Additional Considerations
 - Passport Information (extended deadline ONLY if passport needs to be issued or renewed)**
 - Health Statement Questionnaire
- Under the "Materials" Heading:
 - MassArt Alcohol, Behavior and Illegal Substance Policy (*to be signed*)
 - Travel Agreement and Release of Liability (*to be signed*)
 - MassArt Deposit Terms and Conditions and Withdrawal Policy (*to be signed*)

3. Get, Renew, or Upload Your Passport

All travelers must have a passport that is valid 6 months after the return date of your travel course.

- I don't have a passport yet! What do I do? You must apply for your passport by the November 15 Deadline.*** Many post offices accept passport applications. You may find out more information about how to apply for or renew a passport by visiting the Department of State website: http://travel.state.gov/passport/passport_1738.html. **Email a copy of your application by the November 15 deadline to international@massart.edu.**
- I already have a passport, so I'm all set. WAIT! Maybe not!*** If you currently have a passport, please make sure it expires 6 months beyond the tentative return date of your travel. If not, you will have to renew it! Follow the link above for instructions.
- If you have a passport that is valid 6 months after the tentative return date of your travel course, please upload it as requested above.

Please direct all questions to international@massart.edu.
THANK YOU! HAVE A WONDERFUL EXPERIENCE!