

April 22, 2009

Dear SCU Rome Honors Program Accepted Students:

You may have received an acceptance packet from IES Abroad. If you have, **please disregard the packet** as it was sent in error and pertains only to IES Abroad students in the standard IES Abroad semester program. Since you are participating in a customized program contracted by Santa Clara with IES Abroad, some of the elements and requirements of your program are very different from the standard IES Abroad program. Below is information about what you must do in order to participate in this program, as well as materials you can expect to receive in the coming weeks. Please read this information carefully and let us know if you have any additional questions.

### **PAPER FORMS YOU MUST COMPLETE AND SUBMIT TO THE STUDY ABROAD OFFICE:**

- **IES Abroad Medical Form.** **Both sides** of the IES Abroad *Medical Form* must be completed. You will complete Part I and your physician will complete Part II. The physical exam must be conducted within six months of the program start date and the physician's signature must be on Part II of the IES Abroad *Medical Form*. We cannot accept substitutes, such as school physicals, in lieu of the IES Abroad *Medical Form*. ***Please note that you will need to make any appointment with your physician in order to complete this form; we suggest you do so immediately.***
- **IES Abroad Waiver.** You must have a parent sign the waiver unless you are over the age of 24, married, have children, or are a military veteran. If either parent or student signatures are missing, we will be required to re-submit the waiver, with the required signatures.

These forms are due **June 1, 2009**. **Please submit signed originals of both these forms.**

### **ONLINE FORMS YOU MUST COMPLETE AND SUBMIT ON THE IES ABROAD WEBSITE:**

You will need to submit additional online forms by logging into the website [www.iesabroad.org](http://www.iesabroad.org) and navigating to the top right-hand corner of the page. You will be prompted to enter your username and password.

Your username is your email address. Your temporary password is *password*, but you will be prompted to change it before entering the website.

***Some of you may have already filled out forms on the IES Abroad website; however, these forms were intended for standard IES Abroad students. Since you are on a customized program, they do not pertain to you. Any forms you may have submitted prior to receiving this information are invalid.***

***If you are having difficulty logging in, please press the 're-set password' button and try again. If you are still having difficulty logging in with a new password, you may contact Irena Djuric at [idjuric@iesabroad.org](mailto:idjuric@iesabroad.org) for technical assistance.***

You should submit the following:

**DUE MAY 4<sup>th</sup>:**

- **Internship Application.** You **must** submit an internship application, as an internship is a requirement of this program.

**DUE JUNE 15<sup>th</sup>:**

- **Digital Headshot Photo** This does not need to be an official ID photo; it can be a simple picture of your head and shoulders taken against a plain white background.
- **Emergency Contact Information**
- **Passport Information**
- **Housing Questionnaire**
- **Arrival Information**

**DUE Mid-July:**

- **Course pre-registration form.** This form will become available to you in June, and should be filled out by the deadline in July. You will need to check your online IES Abroad account when this form becomes available.

**INFORMATION YOU WILL RECEIVE FROM THE IES ABROAD  
CUSTOMIZED PROGRAMS DEPARTMENT SOON:**

Shortly, you will receive the following items from the Customized Programs Department at IES Abroad:

- IES Abroad Get Set Guide
- IES Abroad Student Handbook
- Information about your insurance coverage
- Instructions for applying for a visa

***Although some of you may already have received a Get Set Guide and Student Handbook plus additional materials in your acceptance packet, please disregard those items. They are not applicable to your program; instead, you will be issued a new set of booklets and materials that pertain to this special SCU-IES Abroad joint program.***

We apologize for the confusion that the acceptance packet that was sent to you may have caused. Below is additional information that we hope will clear up the confusion:

1. Your advisor for this program is Barbara Colyar; you should address your questions to her, and not an IES Abroad advisor.
2. The Get Set Guide you were originally issued contained information intended for standard IES Abroad students only; you will be issued a different version of the Get Set Guide.
3. You DO NOT need to submit a \$500 deposit to IES Abroad; you will pay your program fees directly to Santa Clara.
4. The Medical Form and the Waiver that were included in your original packet are different than the ones you are required to fill out; therefore, please print and fill out the documents attached to **this** email.
5. Please do not enroll separately in insurance; this is included in your program already.
6. Please do not apply for IES Abroad scholarships/financial aid; this is open only to standard IES Abroad students.
7. You will not be able to batch process your visa through the IES Abroad Chicago office. Instead, you should submit your visa materials directly to Santa Clara for processing. More information regarding visas will follow shortly.

## **Irena Djuric**

### **Program Coordinator, Customized Programs**

*Program Manager for London, Rome, Milan, Siena, Barcelona, Madrid, Salamanca, Granada, Dublin, Cape Town, Tokyo, Nagoya, Delhi, Amsterdam, and Rabat*

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[www.iesabroad.org/IES/Customized\\_Programs/customized.html](http://www.iesabroad.org/IES/Customized_Programs/customized.html)

Since 1950, IES has been building quality study abroad programs and introducing students to new places, studies, and ways of thinking. A global non-profit educational organization, IES offers programs in Africa, Asia, Australia, Europe, New Zealand, and South America.

