

The following list is provided for your use in preparing for your trip to Newport.

1. Contact with U.S. military representative: Have you established initial contact with this officer at the U.S. embassy in your country for briefings and issue of Invitational Travel Orders (ITO)?
2. Passports and Visas
  - a. Do you and your dependents have passports that are valid throughout the entire length of your visit?
  - b. Are the visas good throughout the visit?
  - c. Do you have A-2 status, a visa stamped: D/S, and multiple entry?
  - d. If bringing domestic help (nanny or au pair) do they have A-3 status, D/S, and multiple entry?
3. Invitational Travel Orders
  - a. Do you have the original orders and 3 copies of the ITO?
  - b. Have you had the ITOs thoroughly explained to you by the Navy representative?
  - c. Are all blocks filled out properly?
  - d. Did you fax a copy of your ITO to the Naval War College IMSO: Fax number (401) 841-6469?
4. NWC Enrollment: Have you completed the following and forwarded them to the NWC IMSO?
  - a. Student Enrollment Form (See Appendix E-1.)
  - b. Base Housing Application if applicable (See page IV-3 and Appendix E.)
5. Biography: Has it been sent or do you have a copy to bring with you?
6. Sponsor
  - a. Have you contacted the NWC IMSO for the contact information of your sponsor?
  - b. Have you corresponded with your sponsor?
  - c. Have you provided your sponsor with your personal desires in regard to housing, automobile, arrival date and time, etc.?
7. Travel Information
  - a. Have you confirmed travel reservations to Providence, Rhode Island?
  - b. Is your country representative aware of your travel itinerary?
  - c. Is your sponsor also aware?
  - d. Is your arrival arranged so that you will arrive in Newport no later than July 22?
8. Personal Shipments
  - a. Have you arranged to have a summer uniform with you?
  - b. Have you arranged to have winter and formal uniforms sent to Newport? (You will need your service dress blue jacket equivalent for a photo during your first week in Newport.)
  - c. Have you arranged shipment of personal goods through a freight forwarder with offices in Boston or New York?
  - d. Is the freight forwarder licensed to do business as a Customs House Broker?
  - e. Do you have your Bill-of-Lading for each shipment?
9. Pay: Have you made arrangements to have your pay forwarded to you at the Naval War College?
10. Personal Expenses: Have you brought sufficient funds to cover initial costs upon arrival in Newport? (This includes lodging, meals, and incidentals)
11. Drivers License: Have you obtained a drivers license from your country?
12. Mail: Have you made arrangements to have your mail forwarded to Newport?
13. Medical
  - 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 as briefed by the Navy representative in your country?
  - b. Do you have medical coverage for your dependents through your Navy or through an insurance program? (This must include pregnancy insurance for your spouse)
  - c. Does your ITO authorize all billing to be sent directly to your government?
  - d. Do you have a medical history of yourself and your dependents?
  - e. Do you have a record of immunizations for yourself and your dependents?
  - f. Are dates of immunizations for your children written on the immunization sheet (month/day/year)?
14. School Enrollment
  - a. Do you have documentation for dependents to support the following?
    - (1) Child's age
    - (2) Child's immunization
    - (3) Child's educational record
    - (4) Child's medical examination
15. Country References
  - a. Have you obtained slides, transparencies, photos, posters, etc., of your Navy and country?
  - b. Do you, your spouse, and your children (if desired) have traditional national dress that you may want to wear at the International Night (NSC), International Show of Dress (NCC), or during show-and-tell events at your child's school?