

International Maritime Staff Operators Course Pre-Departure Checklist

Topic	No	Yes
1. Contact with U.S. Military Representative: 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)?		
2. Passports and Visas:		
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.		
3. Invitational Travel Orders:		
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?		
4. NWC Enrollment:		
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?		
5. Travel Information: 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?		
6. Pay: Have you arranged to have your pay forwarded to you at the Naval War College?		
7. Personal Expenses: Have you brought sufficient funds to cover initial costs upon arrival in Newport (lodging, meals, incidentals, etc.)?		
8. Driver's License: 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?		
9. Mail: 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.		
10. 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 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?		
d. If you have received your COVID immunization, do you have the vaccination(s) documented in your medical history and/or on a <i>COVID-19 Vaccination Record Card</i> ?		