

Pre-departure Checklist

The following list is provided to assist in tracking your Newport arrival preparations.

Topic	No	Yes
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. Are your passport and visas valid throughout the entire length of your visit?		
b. Do you have A-2 status, a visa stamped: D/S, and multiply 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 Student Enrollment Form and forwarded it to the NWC IMSO?		
5. Have you logged into APAN.org and jointed the IMSOC group?		
6. Biography: Has it been sent or do you have a copy to bring with you?		
7. Travel Information		
a. Have you confirmed travel reservations to 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 no later than 31 March 2017 ?		
8. Pay: Have you made arrangements to have your pay forwarded to you at the Naval War College?		
9. Personal Expenses: Have you brought sufficient funds to cover initial costs upon arrival in Newport? (This includes lodging, meals, and incidentals)		
10. Driver's License: Have you obtained a driver's license from your country?		
11. Mail: Have you made arrangements to have your mail forwarded to Newport?		
12. 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. Does your ITO authorize all billing to be sent directly to your government?		
c. Do you have a medical history, including immunizations, of yourself?		