Pre-Departure Checklist for The Washington Center Academic Internship Program

TO BE COMPLETED BY THE STUDENT PRIOR TO DEPARTURE

Do you need help? Contact Sophia.Trigg@uvm.edu with questions.

Academics:

☐ Complete the Academic Advising Form (go.uvm.edu/twcforms) and hand in to the CAS Dean’s Office at 438 College Street.
☐ Enroll in AS 190 C (12 credits)
☐ Enroll in AS 196 A (3 credits)
☐ Get in contact with SAS (Student Accessibility Services) to make sure any accommodation documentation is forwarded to TWC as soon as possible.

Health:

☐ Make any arrangements for counseling services while in D.C.
☐ Make any arrangements for prescription medications while in D.C.
☐ Make sure that your UVM health forms and immunizations are up-to-date and your emergency contacts are correct in MyUVM.
☐ If you are enrolling in UVM SHIP (student health insurance), you MUST contact the student health insurance office to coordinate a new PCP: StudentInsurance@uvm.edu

(For general advice regarding health while away, please see go.uvm.edu/twcforms)

Housing:

☐ If you are signed up for a dorm room during the semester you will be away, contact reslife@uvm.edu stating your intention to withdraw from student housing due to participation in a CAS Sponsored study away program. CC Sophia Trigg so that she can provide official documentation to ResLife.

Budgeting:

☐ Complete the Estimated Cost of Attendance Form (go.uvm.edu/twcforms)

Travel:

☐ Book your flights/plan your travel to and from D.C.
☐ Purchase your SmarTrip Card for the D.C. Metro and bus systems

(For advice regarding travel, please see go.uvm.edu/twcforms)