



THE WASHINGTON SEMESTER PROGRAM

Checklist

THE FOLLOWING ITEMS NEED TO BE RETURNED BY:
TUESDAY, DECEMBER 1, 2009

REQUIRED FORMS

- Registration Authorization Form**
- \$200.00 Program Deposit** *(if not already sent)*
 - Write your name and AU ID# on check or money order.
- Submit Housing Application/Agreement Online** **(November 13, 2009 Deadline)**
OR
Return WISH Housing Request and Rules Form
 - Please see enclosed information in order to accurately complete the online housing form.
- Submit Meal Plan Form Online** **(November 13, 2009 Deadline)**
 - Complete this form online indicating what meal plan you would prefer. Please keep in mind that if you are living on campus and do not chose a meal plan, the system will automatically enroll you in the 150 block. The housing and meal plan charges will also appear on your bill closer to the start of the semester and you will no longer be able to make any online changes to your meal plan or housing assignment. You will, however, be able to make changes in your meal plan once you arrive by completing a meal plan change form in the Tenley Café. You will have 15 days to make changes once you arrive.
- Consent and Release Form**
- Health Insurance Waiver Information**
 - You must return this directly to the Washington Semester office via mail or fax. If you fax the waiver form, be sure to keep your fax transmittal sheet. It will be the only means of verifying that you waived the insurance in the event of future problems. You may fax the form to the attention of Kourtnei Brown at 202-895-4960.
- Parking Policy Agreement Form**
- Transcript Request Form**
- Immunization Report**
 - You must fax directly to **Student Health Center** at 202-885-8350.
 - Also, please send a copy of the report to the Washington Semester office via fax 202-895-4960 or mail.

OPTIONAL FORMS

- Off-Campus Information Sheet**
 - Return only if you don't plan to utilize on-campus housing facilities.
- Disability Support Services Form**
- Withdrawal/Deferral Form**
 - Return only if you would like to withdraw or defer your enrollment in the Spring 2010 semester.

As soon as we receive the above materials, your registration and housing arrangements will be finalized for the semester. Thank you very much for your cooperation. See you next semester!