

Master Checklist

Name: _____

Please print this form and use it to track your progress as you complete and check off each item.

Links to each item below can be found under the “Apply Now” button on the website. We know it seems like a lot of stuff, but everything is important and necessary for processing your application. Thank you in advance!

Please ensure that your name is included in your email subject and/or on each document.

Email for scans: bonjour@chezvousnormandy.org

Mailing address: Chez Vous, Global U Bldg., 1211 S Glenstone, Springfield MO 65804

1) Website items to fill out - [submit](#), [print and scan to email](#), or print and mail . . .

_____ [Application Part A - My Core Information \(online form to fill out and submit\)](#)

_____ [Application Part B - My Course Interest \(print and scan with Prof/Dept signature\)](#)

_____ [Application Part C - My Motivation \(print and scan with your signature\)](#)

_____ [Supplemental Services Needed \(online form to fill out and submit\)](#)

2) Your personal items to scan and either e-mail or mail . . .

_____ Current Student ID at your home university

_____ Copy of your valid passport, **OR**

_____ copies of **both** your: a) filled-out passport application form, **AND** b) Driver's License

_____ Health Insurance card with confirmed international coverage for your entire trip, **OR**

_____ you are selecting 3rd-party health insurance option on the Supplemental Services sheet

_____ Photos (for ID's and/or passport backup): 2 physical passport photos (available at chain stores such as Walmart or [Walgreens](#)- write name on back of each and mail to Springfield), **OR**

_____ Email ONE jpeg passport quality

(<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>)

_____ This Master Checklist form once completed (be sure and retain a copy as well)

3) And finally: \$1500 Deposit + \$30 Application Fee . . .

_____ (note here the date mailed to Springfield address), **OR**

_____ (the date paid through website via credit card)