

CGI Spanish Immersion Checklist

Items you must complete to be prepared for your upcoming trip!

Online Activities:

- Complete your CGI Travel Registration Form ([request link](#) if you can't find the related email).
- Complete your Pre-Departure Course: <https://commongroundinternational.com/spanish-immersion/predeparture-courses/>
- Complete STEP (Smart Traveler Enrollment Program) Registration: <https://step.state.gov/step/pages/common/citizenship.aspx>
- Review CDC Recommendations & get any immunizations that you find necessary: <https://wwwnc.cdc.gov/travel>

Paperwork: (submit via pre-departure course or email directly to admin@commongroundinternational.com).

- Submit Travel Contract, Liability Forms & Behavior Contract to CGI (should be a pre-departure lesson related to this).
- Submit a scanned copy of your Passport to CGI. (.pdf is best, but .jpeg or other image file is okay too).
- Submit your flight itinerary to CGI (please simply forward your email confirmation from your airline – do not summarize your flight plans – the original email will prevent typos and other unintended informational errors and omissions).

Other:

- Balance: Ensure that your program balance is paid in full.
- Cell Phone: Talk to your wireless carrier and inquire regarding unlocking your phone for international service. Most travelers have 2 options for phone use abroad: (1) using your US carrier abroad, or (2) purchasing a local prepaid chip abroad and using it in your phone while traveling.
- Debit/Credit Cards: Inform your banks that you'll be traveling and request that they do not block your Debit and Credit Cards.
- Emergency Contact: Leave CGI contact info and a copy of your travel itinerary with your emergency contact.
- Flight Itinerary: Print out a paper copy of your flight itinerary and put it in your travel wallet to show to airlines and immigration that you have a return ticket to the US.
- Packing List: Print out the packing list in your pre-departure course and pack accordingly
- Passport: Make 3 copies of your passport. Keep one at home, and take two copies with you on your trip. Most days you'll just carry a copy of your passport with you instead of the real one.
- Technology: Back up any devices you intend to travel with right before you leave... just in case 😊.
- Travel Insurance: Be sure to print out 2 copies of your travel insurance policy and bring one copy with you and leave one with your emergency contact at home.

We're excited to travel with you. Contact us if you have any questions! (303) 684-5557