-IMPORTANT: DO NOT LOSE THIS CHECKLIST-

All Students MUST have a student visa to participate in this program.
Students arriving without a visa will be sent home by immigration officials at your own expense.
YOU are solely responsible for obtaining your visa **ON TIME** for your program.
Please take this process seriously.

The following set of instructions applies for U.S. citizens ONLY

If you are **NOT** a U.S. Citizen, you will need to research the visa requirements for your nationality.

YOU WILL APPLY FOR YOUR CAMEROONIAN VISA THROUGH THE WASHINGTON PASSPORT & VISA SERVICE.

What You Will Need TO DO:

- **READ** information on this **CHECKLIST** and **CONSULATE** http://www.cameroonembassyusa.org/default.aspx
- **MAKE AN APPOINTMENT** with your physician or a travel clinic for required immunizations
- **GATHER** all of the supporting documentation (and copies!) for your visa application
- **PROVIDE** these documents to CGSE so that the Cameroon cohort can batch apply for the visa
- **APPLY** through the Washington Passport & Visa Service for your visa (via CGSE)
- **RECEIVE** your passport back from the Visa Service and ensure that your visa is correct

Step 1: FAMILIARIZE YOURSELF WITH THE VISA APPLICATION AND SUPPORTING DOCUMENTS

- Check out the Washington Passport and Visa Service webpage for Cameroonian visas (www.wpvs.com)
  - **NOW!** Complete the Cameroonian visa application from the Washington Passport and Visa Services website (http://www.wpvs.com/international_info/countries/country.asp?CID=33)- **remember to complete and sign both forms.**
    - You may follow the guidelines for the 'business visa' as you will receive a letter of invitation.
    - You will not need to submit proof of funds (bank statement) for the visa.
    - The CGSE will assist in the visa application process, to include sample applications.

Step 2: COMPLETE YOUR VISA APPLICATION AND GATHER SUPPORTING DOCUMENTS

- **AS SOON AS POSSIBLE**: make an appointment with your health care provider or a travel clinic to get a Yellow WHO card, required Yellow Fever vaccination, and other recommended vaccinations and preventative medications. **You need to take care of the Yellow Fever vaccination and WHO card before applying for your visa.**

Step 3: PROVIDE CGSE YOUR MATERIALS TO SEND TO THE WASHINGTON VISA SERVICE

- CGSE will contact students with a deadline date to gather documents. Bring your completed applications, WHO card, processing fee, and all other supporting documents (listed on the following page) to CGSE. CGSE will then mail to:

  Washington Passport & Visa Service
  2318 18th Street NW

Suite 200
Washington D.C. 20009
*money orders can be purchased at the Carlisle Post Office at 66 W. Louther St. or the Carlisle WalMart

- **YOU WILL NEED TO SURRENDER YOUR PASSPORT IN ORDER TO GET YOUR VISA!** Do not make plans to travel internationally during this time!!!
- Application and materials must be complete before CGSE can send them to the visa service. Any error in your paperwork could jeopardize your application or cause serious delays in processing.
- CGSE and students should hear from the Washington Passport & Visa Service on the status of your application within 3-4 weeks. You may wish to check on the status of your application in mid-late December, if your passport and visa have not been returned.

CHECKLIST FOR YOUR VISA APPLICATION

Items you will need for a complete visa application:

Required Items	Provided by:	Notes
Two (2) Complete and Signed Visa Application forms	WPVS completed by You	CGSE will provide a Sample Application for guidance
Signed passport	You	Must be valid through December 22, 2015
One (1) International Certificate of Vaccination (WHO) card for yellow fever	You (via health care provider)	Must be **completed and signed** indicating that you have received a yellow fever immunization-**required** for the visa process and to enter Cameroon.
Two (2) photographs	You	Recent, passport-sized, white background with **BOTH** ears showing, computer generated photos **are not** acceptable. You can get these at CVS or Walmart.
Copy of your flight itinerary	You	Watch for information on a Dickinson-arranged group flight and follow the reservation and purchase instructions
Proof of U.S. Residency (**copy** of your US visa or green card)*	You	*For non-US citizens only; must have a copy of both front and back
Proof of State Residency	You	(e.g. driver's license, bank statements, etc.)
Processing Fees of approximately $344.00* *fee can vary; check www.wpvs.com	You	Please calculate all fees carefully, including embassy fees, the WPVS processing fee.
Letter of Acceptance (from Dickinson)	CGSE	
Letter of Invitation (from the Dickinson in Yaoundé Centre)	CGSE	
Dickinson-in-Cameroon Cover Letter	CGSE	Will state purpose of travel, dates, expenses covered, etc.

Contacts:
CGSE | Dickinson College| 717.245.1341| global@dickinson.edu

All information is subject to change; please consult with the Washington Passport & Visa Service for the most up-to-date regulations and requirements.

Money orders and pre-paid Express Mail envelopes can be purchased at the Carlisle Post Office at 66 W. Louther St.

Please contact the Center for Global Study and Engagement (CGSE) with questions.

Washington Passport & Visa Service | 2318 18th Street NW Suite 200 Washington D.C. 20009| 800-272-7776 | www.wpvs.com
Embassy of Cameroon in Washington DC | 3400 International Drive, NW Washington, DC 20008 | 202.265.8790 | http://www.cameroonembassyusa.org/default.aspx