-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/consular_fm.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
- **APPLY** through the Washington Passport & Visa Service for your visa
- **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.

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: SEND YOUR MATERIALS TO THE WASHINGTON VISA SERVICE

- By **December 1, 2013**: Send your completed applications, WHO card, processing fee, and all other supporting documents (listed on the following page) by UPS, FedEx, or registered 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 sending them to the visa service. Any error in your paperwork could jeopardize your application or cause serious delays in processing.
- You should hear from the Washington Passport & Visa Service on the status of your application prior to December 31, 2013. You may wish to check on the status of your application on **December 20** if you have not heard from them before that date.

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 23, 2014 .
One (1) International Certificate of Vaccination (WHO) card	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
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 $375* *fee can vary; check www.wpvs.com	You	Please calculate all fees carefully, including embassy fees, the WPVS processing fee, and the $23 fee for returning your passport (with the visa!) to you.
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.

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.

Contacts:

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

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