<table>
<thead>
<tr>
<th>Activity</th>
<th>To Do</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| Program Introduction          | ✓ Learn about IUHPFL from teachers, counselors or alumni  
✓ Attend an IUHPFL presentation  
✓ Seek out IUHPFL alumni for more information  
✓ Explore IUHPFL website in depth  
✓ Follow IUHPFL on social media  
✓ Engage in informal fundraising activities (friends, family only) | Fall 2018              |
| Registration                  | ☐ Register on IUHPFL website  
☐ Pay Registration Fee via IUHPFL website                                                                                                                                                           | 9.15 to 11.15.2018     |
| Personal Application          | ☐ Look for “invitation to apply” email  
☐ Start online application  
☐ Complete your writing sample (with foreign language teacher)  
☐ Confirm that appraisals have been submitted  
☐ Confirm that transcript has been submitted  
☐ Submit application                                                                                                               | Starting in Sept  
Application due 12.02.2018 |
| Check Dates                   | ☐ Check program and orientation dates on website to ensure no scheduling conflicts (e.g. family vacations, other trips).                                                                                                         | December 2018          |
| Selection of Participants     | ☐ Watch for IUHPFL e-mail of decision for either:  
  • Preliminary Acceptance (and site placement)  
  • Placed on Waitlist  
  • Regretfully Declined  
☐ Meet ongoing deadlines to maintain acceptance status  
☐ Apply for new passport, if necessary                                                                                               | Jan-Mar 2019  
By 01.21.2019          |
| Formal Fundraising            | ☐ Start formal fundraising activities (such as sponsorships)  
☐ Explore scholarship opportunities                                                                                                   | Jan-Apr 2019          |
| Interviews                    | ☐ Attend interview if invited                                                                                                                                                                         | February 2019          |
| Financial Aid Application &  | ☐ Submit online financial aid application to IUHPFL (optional)  
☐ Watch for IUHPFL e-mail announcement of decisions                                                                                         | By 02.01.2019  
02.08.2019            |
| Decisions                     |                                                                                                                                       |                        |
| Acceptance Materials #1       | ☐ Submit the following forms by February 1:  
  1. Agreement & Release (online)  
  2. Payment Schedule & Terms Agreement (online)  
  3. Travel Agreement (online)                                                                                                           | 02.01.2019             |

Reminder: Make doctor’s appointment, if you haven’t already
## 2018-2019 Student Checklist – Page 2

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| **Program Fee Payment #1** | Program Fee payment: Pay $500 non-refundable deposit  
  Pay online at: [WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP](http://WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP)  
  Or pay by check (make check payable to Indiana University)  
  Indiana University—Accounts Receivable  
  Dept. 78896  
  P.O. Box 78000  
  Detroit, Michigan 48278-0896 | 02.15.2019 |
| **Airfare Fee Payment #1** | Airfare Payment: Mail $500 deposit to Travel Leaders® (Make check payable to Travel Leaders)  
  Travel Leaders  
  814 S. Walnut St., Bloomington, IN 47401  
  (812)339-7800  
  Note: Students must fly together to the host country on the group flight. If a student wishes to stay abroad after the program to travel with family, etc., the airfare deposit must be paid prior to making these arrangements with Travel Leaders. | 03.01.2019 |
| **Acceptance Materials #2** | Submit the following forms by March 1:  
  1. Statement of Medical History (mail original to IUHPFL Office – OR – Secure upload of PDF via IUHPFL website)  
  2. Abbreviated Medical Card (online)  
  3. Host Family Placement Form by language (online)  
  4. Personal Questionnaire (online)  
  5. Letter to Host Family with photo (online)  
  6. Orientation RSVP (online)  
  7. Reasonable Accommodations Request – as necessary (online)  
  Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation. | 03.01.2019 |
| **Program Fee Payment #2** | Pay $1,000 toward IUHPFL Program Fees to IU Accounts Receivable (Check payable to Indiana University or pay online with credit card) | 03.15.2019 |
| **Family Check-In** | Students and guardians are encouraged to sit down together to look over the IUHPFL Student-Guardian Handbook, the Honor Code, and Orientation materials. Double check that you are on track with payment and acceptance materials deadlines. Email questions or concerns to the Office Team ([iuhpfl@iu.edu](mailto:iuhpfl@iu.edu)) | Before Student-Guardian Orientation |
| **Acceptance Materials #3** | Submit the following forms by April 1:  
  1. Copy of Passport/Green card (via mail or other secure transmission method)  
  2. Permission to Travel (China and Mexico only)  
  3. Demographics Questionnaire  
  Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation. | 04.01.2019 |
| **Airfare Fee Payment #2** | Send remaining Airfare Fees to Travel Leaders® (check payable to Travel Leaders) | 04.01.2019 |
### 2018-2019 Student Checklist – Page 3

| Student-Guardian Orientation At IU Bloomington | Attend **site-specific, mandatory** day-long Student-Guardian Orientation (student, plus one guardian) at the Indiana Memorial Union | April 7 – Spanish April 14 – French, German & Japanese |
| Program Fee Payment #3 | Pay $1,500.00 toward IUHPFL Program Fees to IU Accounts Receivable *(Check payable to Indiana University or pay online with credit card)* | 04.15.2019 |
| Program Fee Payment #4 Final Payment | Pay remaining IUHPFL program fees to IU Accounts Receivable *(check payable to Indiana University or pay online with credit card)* | 05.15.2019 |
| Preparation for Abroad | | Mid-May |
| Host Family Placement | Watch for IUHPFL email about assigned host family | May 2019 |
| IUHPFL Experience Program & Travel Dates | Exact travel dates and details about each site can be found on the IUHPFL website. | Jun-Jul 2019 |
| Post-Program | Fill out Mandatory Student Exit Survey | Mid Aug Late Aug Mid Sept Late Sept |
| IUHPFL Alumni | Promote IUHPFL in your classroom/school and beyond as an Alumni Ambassador | Ongoing Fall 2019 |

### Program Fees Refund Schedule

**Withdrawal before the program:** If a student withdraws from the program for any reason other than critical illness or emergency before departure, a refund of Program Fees will be calculated based on the following schedule:

- Before March 1, all but the $500 non-refundable deposit is refundable
- Before April 1, all but $1,000 is refundable
- Before May 1, all but $2,000 is refundable
- On or after May 1, Program Fees are 100% non-refundable (with rare exceptions)

Withdrawal from the program is only considered effective on the date that **written** notification is received by IUHPFL. **Any refund of airfare must be arranged through Travel Leaders directly.**