

Harlaxton Students: Fall and Full Year 2005-2006 Checklist of Required Paperwork

Due Dates:

ASAP.

_____ *If you do not have a valid passport, apply for one immediately.*

mid-March.

The Harlaxton website is open for viewing information about trips and costs, but you must wait until April 1 to reserve a place on any trips. **All the information due March 25 must be turned in to WJC, AND all Harlaxton online forms must be completed except for flight information, before you can reserve any field trips. (See below.)**

March 25.

Submit the following to WJC Office of International Studies:

_____ British National Health Registration triplicate form

_____ 1 copy of wallet medical insurance card (both sides)

_____ 1 copy of photo page of passport

_____ 2 passport-sized photos, with your name on back of each

_____ Harlaxton course registration triplicate form, signed by your WJC advisor

Do the following online:

_____ Begin Harlaxton online forms at www.ueharlax.ac.uk. Information you will need to fill out the forms includes: physician's name, address, and phone number; parents' work phone numbers (for emergency contact); passport number; complete flight information (airline, flight numbers, connecting flights, arrival and departure times, and name of London airport). Forms must be completed by April 1, except flight information which must be completed April 29.

April 1.

_____ Complete Harlaxton online forms at www.ueharlax.ac.uk, except flight information, which is due April 29.

_____ Harlaxton website opens for reservations for optional field trips. Some of the trips (especially the end-of-term trip) will sell out in two or three days.

April 29.

_____ Air arrival information must be listed on Harlaxton website by April 29.

_____ Submit WJC "Essential Documents" to WJC Office of International Studies.

_____ Submit WJC "Optional Documents", if desired, to WJC Office of International Studies. We encourage you to complete at least the Pre-Registration and Housing forms.