

-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. Louthier 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 \$308.00* *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. |

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

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

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| Contacts: |
| CGSE Dickinson College 717.245.1341 global@dickinson.edu |
| Washington Passport & Visa Service 2318 18 th 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 |