HANBAN 2008 SUMMER CAMP
ADMINISTRATIVE FLOW CHART

Interview Candidates
Collect all applications and waivers

Review applications.
Contact accepted participants
Determine number of participants
Inform participants of visa requirements

Contact airline ticket consolidator & determine ticket prices
Travel Cuts
800.467.5032

Communicate ticket prices and deadline to applicants by email

CI collects the following from all participants:

1. Passport
2. Visa application
3. 1 extra passport-like picture
4. Travel itinerary if different from group
5. Accommodations if different from group
6. credit authorization or check for $175 to traveldocs

(visa application and necessary information on traveldocs.com)
CI will provide Hanban invitation letter
& WSU sponsor letter

DEADLINE MAY 30 OR SEND INDIVIDUALLY

CI overnights the above with explanation of program, flight itinerary, accommodations, and return-stamped envelope to visa office in Washington DC

Participants purchase travel insurance at:
www.hthworldwide.com
(includes medical evacuation)

Participants consult physicians about recommended shots or medicines. See: cdc.gov

Orientation provided at CI
Passports & visas returned

Departure July 12