



## SEMESTER AT SEA®

### MyPassport

<http://mypassport.semesteratsea.org>

We've created a way for you to receive information and to verify what we've already received. Check your MyPassport page often – most aspects of your planning and preparation will be available through this site.



Review the instructions on the following pages to learn how to use MyPassport for the following:

- [Logging In](#)
- [Financial Information](#)
  - [Account Summary](#)
  - [Make a Payment](#)
- [Financial Aid](#)
- [Communication – Participant Self Service Portal](#)
  - [Web Advisor – Self Service Portal](#)
  - [Transcript Information](#)
  - [Electronic Forms](#)
  - [Document Uploads](#)
  - [Personal Details](#)
  - [Financial Aid Information](#)
  - [Medical History Form](#)
  - [Visa Information](#)
  - [Voyage Updates & Documents](#)
  - [Cabin Info](#)
  - [Meal Preference Info](#)
- **Course Registration** – Will be administered through the Colorado State University student portal RAMweb. Course Registration occurs 3 months prior to embarkation. You will receive separate instructions for course registration.
- **Field Program Registration** - Will become active approximately 3 months prior to embarkation. You will receive separate instructions for field program registration.

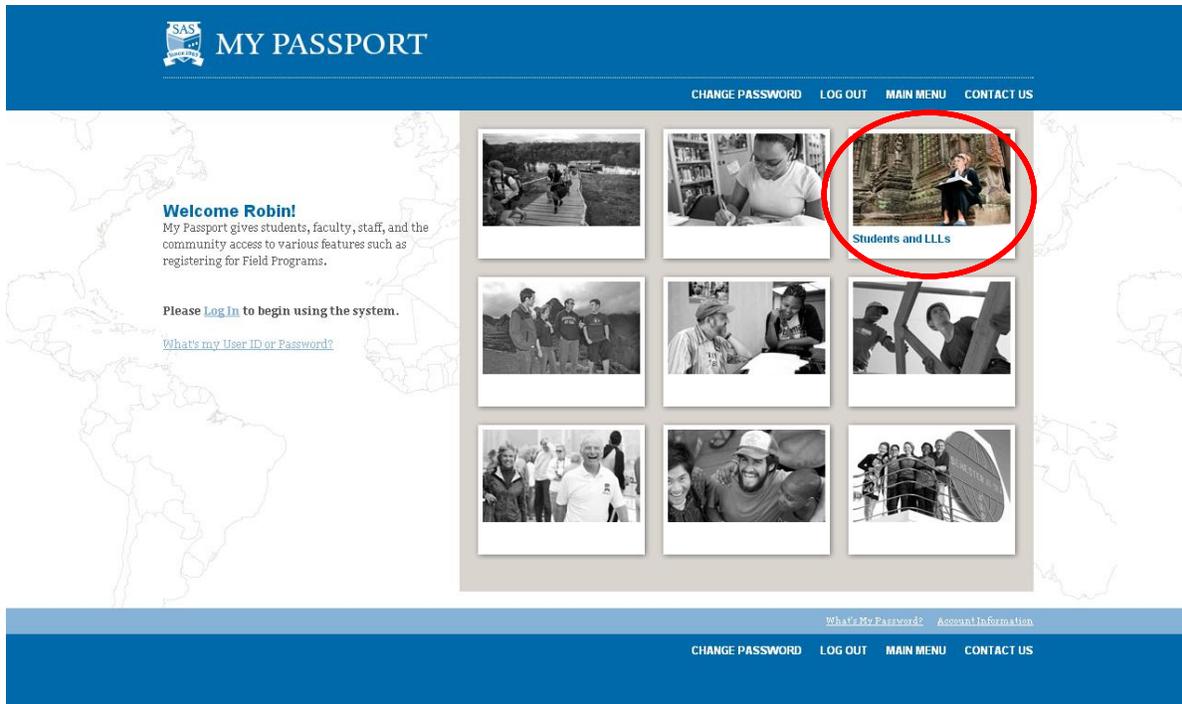
If you have any questions as you finalize your preparations for sailing, please contact our office at 1.800.854.0195 or [programadministration@semesteratsea.org](mailto:programadministration@semesteratsea.org).

# LOGGING IN

You can access your MyPassport page at <http://mypassport.semesteratsea.org>. Once there, click the log-in link on the top right. Your username is *firstname.lastname.voyage* (all lowercase, e.g. *john.smith.sp17*). The voyage part of the username can be found in the list below:

Spring 2017 = SP17 / Fall 2017 = FA17

Your password is *pwMMDDYY*, where *MMDDYY* is your birthdate. You'll be prompted to change your password after your first log-in. Passwords must contain at least one capital letter, at least one lowercase letter, at least one number, and be eight (8) characters in length. Once logged in, you'll click the "Students and LLLs" button in the upper right.



In the "Students and LLLs" section, you will see the screen below. From here, you can check your User Account, your Financial Information, your Financial Aid, and your Communication tools. The following sections will go through each of these in more detail.

**Please note, all sections displayed below may not be available when you first log in. New sections will become active closer to your voyage, so make sure to check back regularly.**

The following links may display confidential information.

<b>User Account</b> <ul style="list-style-type: none"><li><a href="#">What's my User ID?</a></li><li><a href="#">What's my password</a></li></ul>	<b>Communication</b> <ul style="list-style-type: none"><li><a href="#">Participant Self Service Portal</a></li></ul>
<b>Financial Information</b> <ul style="list-style-type: none"><li><a href="#">Make a Payment</a></li><li><a href="#">Account Summary</a></li><li><a href="#">Account Summary by Term</a></li></ul>	<b>Registration</b> <ul style="list-style-type: none"><li><a href="#">Search/Register for Courses</a></li><li><a href="#">Manage and Drop Courses</a></li><li><a href="#">View Registered Courses and Field Programs</a></li></ul> <p><b>Activated 3 months prior to voyage</b></p>
<b>Financial Aid</b> <ul style="list-style-type: none"><li><a href="#">Financial aid status by term</a></li></ul>	<b>Field Program Registration</b> <ul style="list-style-type: none"><li><a href="#">Register for Field Programs-</a></li><li><a href="#">View Registered Courses and Field Programs</a></li></ul> <p><b>Activated 3 months prior to voyage</b></p>

# FINANCIAL INFORMATION

## Navigating to Financial Information

Go to “Financial Information” from your MyPassport main menu after logging in. Here you can view your Account Summary and make payments. Locate the Column titled “Financial Information.”

The following links may display confidential information.

The screenshot shows a navigation menu with several categories. A red arrow points from the text above to the 'Financial Information' link in the 'Financial Information' category. To the right, there are red annotations: 'Activated 3 months prior to voyage' next to the 'Registration' and 'Field Program Registration' categories.

<b>User Account</b>	<ul style="list-style-type: none"> <li><a href="#">What's my User ID?</a></li> <li><a href="#">What's my password</a></li> </ul>
<b>Financial Information</b>	<ul style="list-style-type: none"> <li><a href="#">Make a Payment</a></li> <li><a href="#">Account Summary</a></li> <li><a href="#">Account Summary by Term</a></li> </ul>
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li><a href="#">Financial aid status by term</a></li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li><a href="#">Participant Self Service Portal</a></li> </ul>
<b>Registration</b>	<ul style="list-style-type: none"> <li><a href="#">Search/Register for Courses</a></li> <li><a href="#">Manage and Drop Courses</a></li> <li><a href="#">View Registered Courses and Field Programs</a></li> </ul> <p style="color: red; font-weight: bold;">Activated 3 months prior to voyage</p>
<b>Field Program Registration</b>	<ul style="list-style-type: none"> <li><a href="#">Register for Field Programs~</a></li> <li><a href="#">View Registered Courses and Field Programs</a></li> </ul> <p style="color: red; font-weight: bold;">Activated 3 months prior to voyage</p>

## Financial Information

### Make a Payment

Locate the Financial Information column and click on “Make a Payment” Then click on “Pay On My Account.”

The screenshot shows two links: [Pay on My Account](#) and [Pay on My Payment Plan](#).

A breakdown of related balances will appear. Please insert amount you wish to pay in the Payment Amount Column. The please select your payment type and click submit. You will then be directed to our third party administrator to complete payment. (Please note that there is a nonrefundable 2.7% service fee charge for all debit/credit transaction for Tuition & Fee balances. This will show up as a separate fee on your card by our third party processor. There is no service charge on E-checks.)

### Pay on My Account

\* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	1.15	Enrichment Voyage 2013- Dec, Ev Passage Fare	1.15	1.15	0.00	0.00	1.15
<input type="text"/>	1.25	Spring 2013 Voyage, Field Trip Accounts Receivable	1.25	2.35	0.00	0.00	2.35
<input type="text"/>	0.50	Spring 2013 Voyage, Student/Participant Receivable	1.50	1.00	2.00	0.00	1.00
<b>Total Amount Due</b>		1.90					
Payment Type*		<input type="text"/>					
<input type="button" value="SUBMIT"/>							

You can only pay one balance at a time. If you wish to make additional payments, you will need to go through this process again for each balance. We accept Visa, Mastercard, Discover, American Express, and E-checks via MyPassport.

### Account Summary

Select "Account Summary" to see your balances (Please note that this is a grand total of all balances due (Tuition/Room/Field/etc.) Any direct bill or home school payments will show up under the "Financial Aid Remaining" row.

## Account Summary

Balance Forward	0.00
Current Charges	3.90
Total Charges	3.90
Student Payments	4.50
Financial Aid Payments	0.00
Financial Aid Remaining	2.00
Sponsor Payments	0.00
Payment Plans (Deferred Amounts)	0.00
Total Payments & Deferred Amounts	6.50
Refunds	4.50
Total Amount Currently Due	1.90
Amount Not Currently Due	0.00

OK

# FINANCIAL AID

## Navigating to Financial Aid

Go to “Financial Aid” from your MyPassport main menu, and select “Financial Aid Status by Term” to view your financial aid awards.

The following links may display confidential information.

The screenshot shows a navigation menu with several categories. The 'Financial Aid' category is circled in red. The 'Financial Information' category includes links for 'Make a Payment', 'Account Summary', and 'Account Summary by Term'. The 'Financial Aid' category includes the link 'Financial aid status by term'. The 'Communication' category includes 'Participant Self Service Portal'. The 'Registration' category includes 'Search/Register for Courses', 'Manage and Drop Courses', and 'View Registered Courses and Field Programs'. The 'Field Program Registration' category includes 'Register for Field Programs-' and 'View Registered Courses and Field Programs'. Red text next to the 'View Registered Courses and Field Programs' links in both the 'Registration' and 'Field Program Registration' categories indicates they are 'Activated 3 months prior to voyage'.

Pick the appropriate term period (this is the voyage you are sailing on).

The screenshot shows the 'Financial aid status by term' form. It includes a legend indicating that an asterisk (\*) denotes a required field. Below the legend is a dropdown menu labeled 'Select the Award Period you wish to review\*' with 'SU13 Summer 2013 Award Period' selected. A 'SUBMIT' button is located below the dropdown menu.

Semester at Sea awards and deferments for pending home school aid and loans will now be listed. Action Descriptions:

- **Accepted** – Award is credited to your invoice
- **Deferred-Student** – Your home school will disburse the funds directly to you and it is your responsibility to pay SAS
- **Estimated ISE Award** – This is your approximate award pending final approval. All awards are finalized on the financial aid award date.
- **Direct Bill** – This amount will be billed to your home school.
- **Deferred - Inst** – Your home school will disburse these funds directly to SAS.
- **Not Received** – These funds were not disbursed to SAS and are now your responsibility to pay.

## Financial Aid by Term

Your Financial Aid Award Information For Summer 2013 Award Period.

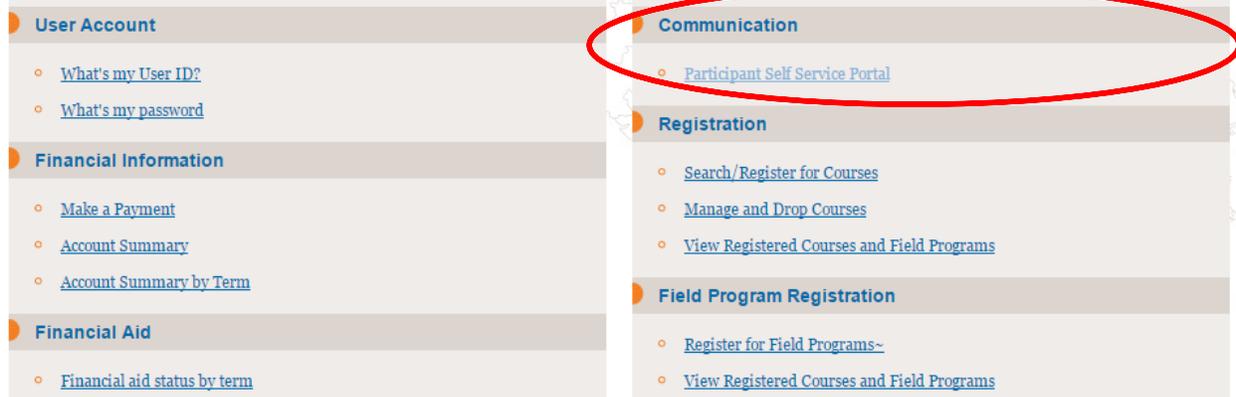
Source	Amount	Action Description
ISE Need Grant - Summer	\$1.00	Accepted
Home School Financial Aid Deferment - To Student	\$3.00	Deferred-Student
ISE Merit Grant - Summer	\$100.00	Estimated ISE Award
Alumni Grant - Summer	\$2,000.00	Accepted
Direct Bill From Home School	\$6,000.00	Direct Bill
Home School Financial Aid Deferment - From Institution	\$12.00	Deferred - Inst
Outside Funding	\$1,200.00	Not Received
<b>Total Estimated Funds</b>	<b>\$8,116.00</b>	

# COMMUNICATION – PARTICIPANT SELF SERVICE PORTAL

## Navigating to Communication

Go to “Communication” from your MyPassport main menu after logging in and select “Participant Self Service Portal.” This is where you will submit and verify that we’ve received all the important documentation required for your voyage, as well as check the status of your documentation.

The following links may display confidential information.



The screenshot shows a navigation menu with several sections. The 'Communication' section is circled in red. The sections and their links are:

- User Account**
  - [What's my User ID?](#)
  - [What's my password](#)
- Financial Information**
  - [Make a Payment](#)
  - [Account Summary](#)
  - [Account Summary by Term](#)
- Financial Aid**
  - [Financial aid status by term](#)
- Communication** (circled in red)
  - [Participant Self Service Portal](#)
- Registration**
  - [Search/Register for Courses](#)
  - [Manage and Drop Courses](#)
  - [View Registered Courses and Field Programs](#)
- Field Program Registration**
  - [Register for Field Programs~](#)
  - [View Registered Courses and Field Programs](#)

When you navigate to the Participant Self Service Portal page from MyPassport, you'll be directed to a second log-in screen. Your SAS System ID can be found in your Deposit Confirmation Email, as well as in any Voyage Update emails from our office.

For added security please enter the following details:

**Last Name:**

**Date of Birth:**

**Your SAS System ID:**

**\*\*If you are having trouble logging in please try using Chrome or Firefox as your browser\*\***

## Web Advisor-Self Service Portal

After logging in and selecting your voyage, you'll be directed to the main screen, which shows the status of any documentation that you need to submit. This is where you'll submit your electronic forms, your personal details, and will upload required documents. Once you've completed each section, it will be marked with a green "**Completed**" to the right-hand side. If you still need to take action to complete a section, it will be marked with a red "**Not Yet Complete**" to the right-hand side. All items must be marked "**Completed**" before you will be allowed to board the ship.

**Please note, all sections displayed below may not be available when you first log in. New sections will become active closer to your voyage, so make sure to check back regularly.**

The screenshot displays a dashboard with two columns of sections. The left column includes:

- CSU EID Creation**: Your CSU account is still being processed. Please check back again in a couple of days.
- Transcript Information**:
  - Verify Transcript Address (Activated 2 months prior to voyage)
  - Updated Transcript Instructions (Activated 2 months prior to voyage)
  - Updated Transcripts: Provide at Ship
- Electronic Forms**:
  - Online Agreements (Not Yet Complete)
  - Yellow Fever Vaccination (Completed)
- Document Uploads**:
  - Passport Copy and Passport Photo Upload (Not Yet Complete)
- Personal Details Edit**:
  - Edit and Add Emergency Contacts (Not Yet Complete)
  - Update Passport Details (Completed)
  - Update SSN Details (Not Yet Complete)
- Financial Aid Information**:
  - Financial Aid Notification (No Financial Aid Applications Received)
- Health & Medical**:
  - Allergy & Dietary Restrictions Disclosure for Field Programs (Optional) (Activated 4 months prior to voyage)
  - Medical History Form (Activated 4 months prior to voyage)
  - CISI Policy and Claim Form (Activated 4 months prior to voyage)
  - SAS Travel Medical Concerns Guide (Activated 4 months prior to voyage)
  - Medical History Form Status (Not Yet Complete)

The right column includes:

- Visa Information**:
  - Visa Instructions (Activated 4 months prior to voyage)
  - Visas 101 - Step-by-Step Visa Acquisition Presentation (Activated 4 months prior to voyage)
  - Update Visa Status (Completed)
  - Printable Visa Letters (Activated 4 months prior to voyage)
  - Passage Ticket (Activated 4 months prior to voyage)
  - Visa Pre-Embarkation Form (Not Yet Complete)
- Cabin Info**:
  - Your Cabin Type: outside double
- Tuition Refund Plan**:
  - All students are currently enrolled in the tuition insurance program unless they explicitly opt out. Your current status is **NOT ENROLLED**.
  - To opt back in to the Program Fee Refund Plan, please follow the link below and complete the form: Change Program Fee Refund Plan Enrollment Status (Activated 2 months prior to voyage)
  - More information on the Program Fee Refund Plan can be found at the links listed below:
    - The Program Fee Refund Plan-Brochure
    - The Program Fee Refund Plan Terms and Conditions
    - The Program Fee Refund Plan-Letter to Parents and Students

## CSU EID Creation

In this section you will find your CSU ID which you will use to access Colorado state University's RAMweb system for Course Registration.

The screenshot shows the "CSU EID Creation" section with the following text:

Your CSU ID is: [REDACTED]  
Your CSU eName is: [REDACTED]

## Transcript Information

**AVAILABLE APPROXIMATELY 2 MONTHS PRIOR TO YOUR VOYAGE.** This section will allow you to update your academic status prior to the voyage.

### Verify Transcript Address

Use this section to verify that we have the correct school address on file to send your transcript to at the end of your voyage. If you do not complete this check, your official transcript with your grades may be sent to the wrong address after the conclusion of the voyage. This will delay the transfer of your credits. If there is no address displayed in this section, or if the address is incorrect, please email [admission@isevoyages.org](mailto:admission@isevoyages.org) with the correct address. **Please note, we must verify the address with your home institution before updating.** If you are a gap year, post-graduate, or international student, your home address may be listed in lieu of an institution address, if unavailable.

Please verify that we have the correct address (shown below) at your home institution to send your final U.Va./Semester at Sea transcripts after the voyage. If the address is correct, there is no need to do anything. If the address is incorrect, please email [admissions@isevoyages.org](mailto:admissions@isevoyages.org) with the corrected address.

School Name	Address	State	City	Zip
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### Updated Transcript

All confirmed students are required to submit an updated unofficial transcript showing their most recent semester ending grades, prior to voyage embarkation. Updated Transcripts should be sent to [admission@semesteratsea.org](mailto:admission@semesteratsea.org). An email with information about acceptable transcript formats will be sent approximately 3 months prior to your voyage.

## Electronic Forms

### Online Agreements

You must open and review each of the four agreements (Acknowledgement of Code of Conduct Agreement/Consent for Searches and Testing, General Release and Acknowledgement of Consent, CSU Transcript Release, Authorization to Release Information (FERPA) and Ticket Contract Terms and Conditions. After opening each document, a check-box will appear beneath the document link. You must check each of the five boxes to acknowledge and agree to the content, then hit "submit" at the bottom of the page in order for this section to be marked "Completed."

Online Agreements

Prior to the start of your voyage it is necessary to acknowledge that you have read and agree to the terms of the below documents. Please click on each document and read the contents carefully. It is recommended that you print all documents for your records. After you have read all documents you must select each box to acknowledge that you have read and agree to the terms. Once all boxes are checked you may click the Submit Now button.

Attention: Participants under the age of 18 are not able to submit these forms electronically. If you are under 18, you and your parents or legal guardian must print, sign, scan and email these forms to [programadministration@isevoyages.org](mailto:programadministration@isevoyages.org).

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[Acknowledgement of Code of Conduct Agreement/Consent for Searches and Testing](#) - I understand and agree to be held responsible for adhering to the regulations, policies, and procedures stated in the Institute for Shipboard Education's (ISE) Voyager's Handbook.

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[General Release and Acknowledgement of Consent](#) - In consideration of the acceptance to participate on the Semester at Sea program ("Program"), on the MV World Odyssey or other vessel substituted in its place ("Vessel"), and recognizing that his or her participation in the Program is voluntary, and that there are certain risks which the undersigned participant ("Participant") assumes by participation in the Program, the Participant hereby enters into the following General Release and Acknowledgement of Consent ("Release and Consent").

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[CSU Transcript Release](#) - I have read the explanation of the CSU Transcript Release Consent Form. I consent to understanding any financial holds at the conclusion of the voyage will result in a forfeiture of a courtesy copy of my transcript and that I will be liable for ordering a transcript at my own cost.

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[Authorization to Release Information \(FERPA\)](#) - I authorize Semester at Sea and Colorado State University personnel to discuss the information outlined in this document for the purposes of understanding and meeting program related financial obligations with me (the student) as well as the person(s) listed as my emergency contact(s).

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[Ticket Contract Term and Conditions](#) - This document is a contract. All of its provisions are important. I have reviewed and understand the terms and conditions of my ticket contract.

We recommend that you save a copy of these agreements for your records. You can also return to this page and view the documents at any time.

## Yellow Fever Vaccine

The Yellow Fever Vaccine is required for entry into some countries on our voyages. You will receive specific information pertaining to your voyage in the medical history communication. After you receive your Yellow Fever Vaccine, you will enter the date on this page. Once entered, this section will be marked “Completed. **This requirement will only appear if it is required for your voyage.**”

## Document Uploads

### Passport Copy and Passport Photo Upload

This is where you will upload a copy of your passport (the two-page spread with your picture, name, passport #, etc.) and a copy of a passport-style photograph (front-facing headshot with a solid-colored background). You do not need to re-size the photos – we will format them appropriately after you submit the files. You must upload the files in .JPG format – other formats will not be accepted.

The screenshot shows a web interface for document uploads. On the left, under "Passport Copy", the status is "Received-Awaiting Approval" and the last update is "2013-01-31". On the right, under "Passport Photo", the status is "Not Yet Received" and the last update is blank. Below the "Passport Photo" section, there is a "Choose File" button next to the text "No file chosen", and an "Upload File" button below it. A "Back" button is located at the bottom left of the form area.

After uploading the file, your status will change from “Not Yet Received” to “Received – Awaiting Approval.” Once we review your file and verify it meets the requirements, we will change your status to “Approved.” When both documents are marked “Approved,” then your status on the main page will change to “Completed.”

If we review a file and find it does not meet the requirements, we will mark your status as “Incomplete” and you will be prompted to upload a new file. In this event, we will email you with the reason your file was rejected.

## Personal Details

The screenshot shows a "Personal Details Edit" section with three items in a list:

- [Edit and Add Emergency Contacts](#) Not Yet Complete
- [Update Passport Details](#) Completed
- [Update SSN Details](#) Not Yet Complete

### Edit and Add Emergency Contacts

This is where you will add or make changes to your emergency contacts. You must list at least one primary emergency contact’s first and last name, home phone, email, and relationship type in order for the status to change to “Completed.” When you add a new emergency contact, you will be given the option to search our system for an existing individual, if the person has sailed before, or to add a brand new contact if not.

The screenshot shows the "Primary Emergency Contact" management interface. At the top, it says "Primary Emergency Contact: Papa Smurf". Below this is a table with columns: Name, Relationship, Phone, Email, Address, Edit, and Make Primary. The table contains one row for "Papa Smurf" with relationship "Aunt/Uncle", phone "555-123-4567", email "psmurf@gmail.com", and address "NULL". There are "Edit" and "Make Primary" buttons for this contact. Below the table is an "Add Someone Else" button and a "Back" button at the bottom left.

Name	Relationship	Phone	Email	Address	Edit	Make Primary
Papa Smurf	Aunt/Uncle	555-123-4567	psmurf@gmail.com	NULL	<input type="button" value="Edit"/>	<input type="button" value="Make Primary"/>

## Update Passport Details

In this section, you will upload your passport details, to include passport number, country of issue, issue date, expiry date, and US citizenship status. You must submit all information for this status to change to “Completed.”

## Update SSN Details (will only be displayed for U.S. citizens)

The IRS requires that we put social security numbers on file for all U.S. citizens to report financial aid and distribute tax documents. This section is only required for U.S. citizens.

Passport Number	Country of Issue	Expiry Date	Are you a U.S. Citizen
<input type="text"/>	United States of America	January 1 2012	Yes
<input type="button" value="Submit"/>			
<input type="button" value="Back"/>			

## Financial Aid Information

Click on *View Status of Financial Aid Applications* to see if your applications were received at the SAS office. This screen will also list any additional financial aid documents required.

- If your financial aid application was received with all necessary documentation it will be marked **Application Complete**.
- If your financial aid application was received with missing documentation it will be marked **Application Incomplete** and the missing information will be marked **Not Received**. Once all supplemental documentation is received, the supplemental information will be marked **Received** and the application is marked **Application Complete**.
- Consortiums (not needed by all students) will be marked **Received** when received by the Semester at Sea office. Once we send the consortium back to your home school, it will read **Complete**.
- Financial Aid Notification forms (not needed by all students) will be marked **Complete** when the financial aid notification from the home school is received in our office and the funds are ready to disburse.

Financial Aid Type	Status
Audio Visual Work-Study App	Application Incomplete
FAFSA SAR	Received
Need Grant Application	Application Incomplete
Merit Application Essay	Received
Merit Grant Application	Application Complete
Income Statement	Received
Consortium	Received
Alumni Support Application	Application Complete
Financial Aid Notification	Application Incomplete
Resume	Not Received
Parent's Tax Forms	Not Received

## Health & Medical

**AVAILABLE APPROXIMATELY 4 MONTHS PRIOR TO YOUR VOYAGE.** This section of MyPassport will allow you to download your medical history form (MHF), insurance brochure, and malaria guidance documentation (if applicable), and to verify whether your medical form has been approved following submission to our medical consultants.

### Health & Medical

- [Allergy & Dietary Restrictions Disclosure for Field Programs \(Optional\)](#)

Information disclosed in the required medical form is confidential and therefore not shared with members of our Field Office. If you would like to disclose any medical allergies or food restrictions, you must complete this form.

- [Medical History Form](#)
- [CISI Policy and Claim Form](#)
- [SAS Travel Medical Concerns Guide](#)
- [Medical History Form Status](#) **Not Yet Complete**

## Allergy & Dietary Restrictions

Here you can let us know if you have any allergies or food restrictions for meals provided during field classes and field programs. ISE will try to work with field providers to ensure that allergies or food restrictions are accommodated, but cannot ensure that an alternate meal will always be an option.

## Medical History Form Status

- **Not Yet Complete** – Your MHF has not been received.
- **Received – Pending Approval** – Your MHF is currently being reviewed.
- **Incomplete** - Your MHF has been reviewed but additional information is needed. Please check your email or contact [medical@semesteratsea.org](mailto:medical@semesteratsea.org) for details.
- **Completed** - Your MHF has been approved.

## Visa Information

**AVAILABLE APPROXIMATELY 4 MONTHS PRIOR TO YOUR VOYAGE – VISA INSTRUCTIONS WILL BE EMAILED AT THAT TIME.** This section of MyPassport will allow you to view what visas you need and confirm receipt of each visa. **This section of MyPassport is not available until after you update your passport details in the Personal Details section.**

**Visa Information**

Visa information is based upon the passport details you uploaded on your MyPassport page (see Personal Details Edit box). Please verify that your passport information is correct. It is also your responsibility to verify the provided visa information is correct.

**Important:** Visa regulations are subject to change and ISE cannot be held responsible for incurred fees, fines, detainment or deportation due to missing visas.

- [Visa Instructions](#)
- [Visas 101 - Step-by-Step Visa Acquisition Presentation](#)
- [Update Visa Status](#) **Completed**
- [Printable Visa Letters](#)
- [Passage Ticket](#)
- [Visa Pre-Embarkation Form](#) **Not Yet Complete**

## Visa Instructions

Click here to access the detailed visa instruction website, which shows how to fill out each application necessary for your voyage and has links to the visa applications.

## Update Visa Status

You must **self-report receipt of your visas** in this section. To update the status of your visas, you will enter the expiry date of each visa as you receive it. Once you've informed us of the visa expiry dates for all of your visas, this section will be marked "Completed" on the main page.

Please check the status of your required visas here.  
When you obtain each required visa, please update the visa expiry date to change your status.

Visa	Status	Visa Expiry Date			
Turkey Visa	Visa Not Received	January	1	2013	Update
Schengen Visa	Visa Not Received	January	1	2013	Update
Morocco Visa	Visa Not Received	January	1	2013	Update
United Kingdom Visa	Visa Not Received	January	1	2013	Update

## Passage Ticket

Your passage ticket must be submitted along with your visa applications. Clicking this link will download a copy of the ticket that you can save and print. Your passage ticket is a personalized document that shows that you are a ticketed passenger and includes the voyage itinerary. You should include one copy with each visa application.

# Cabin Info

This section will allow you to see the cabin type you have been assigned. You can also request a roommate.



## Request Roommate

To request a roommate, they must also be a deposited student on the same voyage. In this section, enter the first and last name of the student you wish to room with and hit "Search."

**Roommate 1:**

First Name	Last Name	Cabin Type Match?
		No

---

**Roommate 2:**

First Name	Last Name	Cabin Type Match?

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Search for a person in our records:

First Name:

Last Name:

In the next screen, any participants in our system with this first and last-name combination will load. To request one of them as a roommate, fill in their first, middle, and last name in the bottom section and hit "Request."

First Name	Last Name	Middle Name
Rebecca		

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**You may request up to two roommates. You may not request a roommate of the opposite gender. Requested roommates MUST have the same cabin type. Requests will not be honored unless BOTH roommates confirm their interest.**

**Enter your desired roommate's last, first, and middle names below.**

Roommate 1:

Last Name:

First Name:

Middle Name:

Roommate 2:

Last Name:

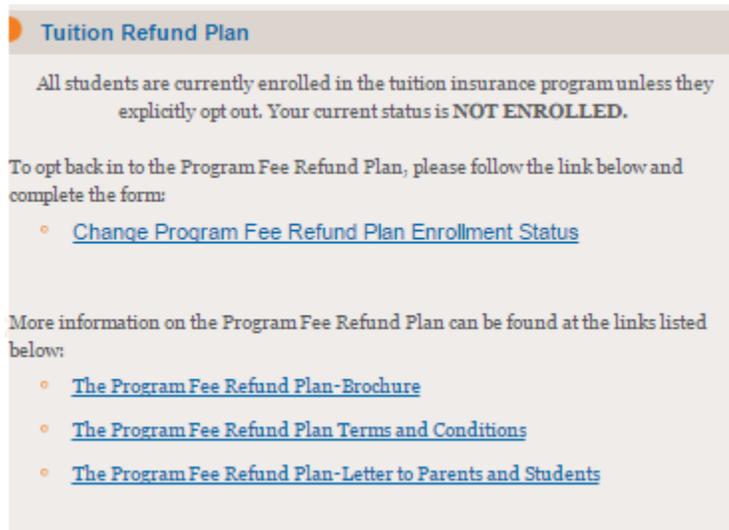
First Name:

Middle Name:

Requested roommates must also have the same cabin type as you. If they do not, you can still request them but will receive a notice that one of you must contact us to switch cabin types in order for us to honor the request.

## Tuition Fee Refund Plan

This section (activated 2 months prior to embarkation) will allow you to opt out/in of the Program Fee Refund Plan, download the program brochure and terms and conditions. A detailed email regarding this plan will be sent to all students 2 months prior to embarkation.



**Tuition Refund Plan**

All students are currently enrolled in the tuition insurance program unless they explicitly opt out. Your current status is **NOT ENROLLED**.

To opt back in to the Program Fee Refund Plan, please follow the link below and complete the form:

- [Change Program Fee Refund Plan Enrollment Status](#)

More information on the Program Fee Refund Plan can be found at the links listed below:

- [The Program Fee Refund Plan-Brochure](#)
- [The Program Fee Refund Plan Terms and Conditions](#)
- [The Program Fee Refund Plan-Letter to Parents and Students](#)

If you have any questions regarding MyPassport or the Self Service Portal, please email [programadministration@isevoyages.org](mailto:programadministration@isevoyages.org).