

Peace Corps Master's International Program: Peace Corps Service Checklist

Name _____ ISU Department and Start Date _____

ISU ID # _____ USA Contact Information:

E-mail _____ Name / Relationship _____

Country of Service _____ Address _____

PEACE CORPS mailing address _____

_____ Telephone (home) _____

Departure Date _____ Telephone (work) _____

When was this Peace Corps assignment first offered? _____

What other assignments (if any) were offered and when? _____

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, prohibits the release of student records (non-directory information) without the express written permission of the student. Grades or other information about your status at ISU may not be released to anyone other than you (e.g., your stateside family or friends) during your Peace Corps service without your express written permission. E-mailing or mailing grades to you is also not acceptable without your written permission. *If you wish to waive privacy rights under FERPA, complete the appropriate form at the Student Service & Referral Center and notify Stevenson Center staff that you have done so.*

Current and prospective students, as well as faculty, really appreciate hearing from Master's International students in the field.

- Can we selectively forward any general updates to Stevenson Center students and faculty and/or those who are considering applying to our Master's International Program? __yes __no
- Can we post such messages or excerpts from you on our website? __yes __no
- Are you planning to blog? If so, where? _____

To be clear, we mean general messages about how and what you are doing, NOT your professional practice reports. Please indicate any other preferences here and then sign. As well, if there are articles published about you in your U.S. hometown newspaper or other media at any point prior to or during your service, please let us know.

Signature Date

On the following page, please date and initial when each item is complete, and then return the finished checklist to the Stevenson Center AT LEAST THREE WEEKS prior to the start of the semester that includes your departure for Peace Corps service. Items submitted directly to the Stevenson Center will be copied and forwarded as appropriate. Please retain copies for your own records. If an item does not apply to you, write N/A.

1. _____ Study Abroad Application submitted directly to Stevenson Center (http://internationalstudies.illinoisstate.edu/downloads/Study_Abroad_App_SEP2010.pdf; application fees are waived if submitted to Stevenson Center).
2. _____ Arrangements for degree plan with Graduate Coordinator, including Degree Audit form (<http://www.grad.ilstu.edu/plans/>), copied to Stevenson Center. Follow up with Coordinator to verify approval. Attach syllabi as directed.
3. _____ Arrangements for capstone and/or thesis, including an **approved capstone writing project proposal** or **approved thesis proposal (with IRB protocol)**. Copies to Stevenson Center as desired. *Sociology students need to submit a timeline document to their committee and the Stevenson Center.* (If planning to defend thesis after Peace Corps and work on thesis will not be continuous, request for leave of absence letter submitted directly to Stevenson Center.)
4. _____ Written request to be registered for each appropriate semester submitted directly to Stevenson Center (e.g., for 495.xx or 499.xx, and/or 498.xx Study Abroad Section).
5. _____ Application for Tuition Waiver for EACH appropriate semester submitted directly to Stevenson Center (available at Stevenson Center or <http://www.grad.ilstu.edu/downloads/graduatetuitionwaiverapp.pdf>)
6. _____ Plan to seek approval from your Country Director before beginning any capstone or thesis research during your Peace Corps service, using the form provided by Peace Corps
7. _____ If graduation during Peace Corps service anticipated, Application for Completion of Graduate Degree submitted to Graduate School and \$30 fee paid (<http://www.grad.ilstu.edu/completion>)—NOTE that if you do not graduate in the semester indicated, YOU must reapply!!!
8. _____ Complete Request for Verification form and submit to Stevenson Center as soon as possible. You are requesting a Certificate of Creditable Health Insurance Coverage from Peace Corps.
9. _____ You **must** have some medical coverage during the **entirety** of any semester in which you are registered for professional practice (498). You will automatically receive and be charged for ISU's Group Health Insurance **each semester** you are registered through Study Abroad. Peace Corps medical coverage begins from the time you leave your home to travel directly to staging and continues while you are a Volunteer. If desired, ISU's Group Health Insurance waived for any whole semesters you will be covered by Peace Corps (bring Certificate of Creditable Health Insurance Coverage) or have alternate private coverage by visiting Student Insurance Office in Student Services Building Room 230 or by calling (309)438-2515. Retain documentation.
10. _____ Professional Practice Health Insurance Certification submitted directly to Stevenson Center (available at Stevenson Center or <http://www.shs.ilstu.edu/insurance/forms/>)
11. _____ Updated résumé submitted directly to Stevenson Center by e-mail
12. _____ Copy of Peace Corps *Your Assignment* cover page and primary duties section submitted directly to Stevenson Center
13. _____ If not completed at orientation, Peace Corps Privacy Act Release Form reviewed (pick up at and submit to Stevenson Center, if desired)
14. _____ Reporting guidelines received from Stevenson Center and deadlines discussed with Associate Director
15. _____ Mailing address changed with Office of the University Registrar (iCampus or Moulton 107).
16. _____ Alternate e-mail address established and shared. Have your ilstu e-mail forwarded to this alternate address, and plan to check iCampus periodically. Your access to ilstu.edu e-mail, iCampus, Datastore01, and Milner Library will end when you are no longer registered. If you need to maintain access beyond that point, contact the Stevenson Center about extending your account.
17. _____ Resolution of Student Health Service "stops," if applicable (e.g., document Tetanus shot)
18. _____ Resolution of Student Accounts "stops," if applicable (e.g., clear outstanding balance for current/past student fees, housing, parking fines, library fines)