INTERNATIONAL SUMMER AT GW Acceptance Checklist

Congratulations on your acceptance! In order to complete the enrollment process, please follow and complete the steps listed below. For more detailed explanations please read the Pre-Departure Guide found at summer.gwu.edu/international/admitted-students. If you need assistance completing any of the below steps please contact Andrea Reigle at abinner@gwu.edu.

Within Two Weeks of Acceptance:

☐ Create your GW Email address and NetID
Your NetID (the first part of your GW Email address) is used for many online services and is your GW email for official University correspondence. In addition to your electronic bill, course related correspondence from faculty and summer program information will be sent to this email.

☐ Finalize your acceptance
Confirm your enrollment by sending your Enrollment Form and nonrefundable $200 program fee to our office by April 1 for Session I or May 1 for Session II and Washington in the World. Forms can be scanned and emailed to abinner@gwu.edu. Payment methods are included in your enrollment materials.

☐ Pay your SEVIS fee
Students on F visas must pay their SEVIS fee prior to their appointment with the U.S. Consulate or Embassy. Students can review how to pay this fee on the Department of Homeland Security’s website: http://www.ice.gov/sevis/students/. Please note that your SEVIS fee is not the same as your program fee and must be paid separately.

☐ Register for courses
Once we have confirmed receipt of your program fee, you may register for courses. Begin by logging into the Gweb Info System at banweb.gwu.edu. Your user ID is your GWid number (ex. G12345678) and for first time users your pin is your birth date in MMDDYY format where M = month, D = day and Y = year. From there navigate to Student Records and Registration ➔ Registration Menu ➔ Look Up a Class to Add and then choose summer 2015.

Within a Month of Acceptance:

☐ Apply for your visa
Upon receiving your Certificate for Eligibility for Nonimmigrant Student Status (I-20), you can schedule an appointment with your nearest U.S. Embassy or Consulate to apply for your U.S. visa. Bring proof of your paid SEVIS fee to this appointment.

☐ Make travel arrangements
We strongly encourage students to arrange travel after they have their visa interview. Students can begin moving into their housing assignments according to the schedule below:

- **Session I** – May 18 at 3pm
- **Session II and Washington in the World** – July 5 at 3pm

Students whose travel necessitates earlier arrival should arrange their own accommodations.

☐ Begin completing your immunization requirement
Students under the age of 26 must comply with the District of Columbia’s immunization requirement. Your immunization form is due to Student Health Services by May 1. The form can be found here: http://gwired.gwu.edu/shs/ImmunizationRequirement/ImmunizationForm/

**During the Month of April**

- Review and sign University policies & codes
  Students participating in summer programs must comply with all University policies and codes and should take time to carefully review the codes identified in your enrollment packet prior to arrival.

- Submit immunization form to Student Health Services by May 1

- Send remaining enrollment documents
  Your signed GW Policies and Codes of Conduct form and Media Release are due by May 1. Forms can be scanned and emailed to abinner@gwu.edu.

**During the Month of May**

- Fill out the arrival and departure survey online
  To better plan for arrival and departure, all students must fill out the International Summer Student Survey on our Admitted Student page (summer.gwu.edu/international/admitted-students) by May 1. If you are still finalizing your travel plans beyond May 1, please complete the survey as soon as your arrangements are confirmed.

- Check for your E-Bill
  Student bills will be generated and send to GW email addresses in late April. All summer bills must be paid in full by May 18.

**Prior to Arrival**

- Prepare for D.C.
  Read the Pre-Departure Guide found at summer.gwu.edu/international/admitted-students to learn more about all of these steps and prepare for your time in D.C. This guide includes information such as travel to and from campus, campus life, what to expect in the classroom and a packing list.
INTERNATIONAL SUMMER AT GW Enrollment Form

Student Last Name ________________________ First____________________ Middle______________

Student Cell ___________________________ GW Email ___________________________@gwmail.gwu.edu

Housing:
□ Yes, I will require on campus housing.
□ No, I will not require on campus housing. I will arrange my own accommodations.

If you are requesting housing, will you require special housing accommodations?
□ Yes
□ No

If yes, please explain below and continue on the back if needed.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please specify which session/program:
□ Session I General Study (6-week: May 18 - June 26)
□ Session II General Study (6-week: July 5 - August 14)
□ Session II English Language Institute (6-week: July 5 - August 14)
□ Sessions I & II (12-week: May 18 - August 14)
□ Washington in the World: US Politics in a Global Environment (6-week: July 5 - August 14)

Student signature ________________________________ Date ______________________

To confirm your enrollment and registration, please mail this form with your non-refundable $200 program fee by the date specified in your acceptance letter.

The George Washington University
Summer and Special Programs
1922 F Street, NW, Suite 304
Washington, DC 20052

Note: Checks must be drawn on U.S. banks in U.S. dollars and made payable to The George Washington University. Wire transfer instructions are located in your enrollment documents.
INTERNATIONAL SUMMER AT GW

Net ID Instructions

Students attending International Summer at GW should obtain a GW Net ID and GW Email account prior to submitting their Enrollment Form and nonrefundable program fee. The Net ID is required to access GW systems, and the GW Email will be the address to which GW sends all official communications, including your electronic tuition bill; no paper statement will be sent. More information on billing processes can be found in your enrollment packet. Please include your GW Email on your Enrollment Form.

How to Obtain your Net ID and GW Email:

1. Refer to your acceptance letter for your GW ID number
2. Go to https://identity.gwu.edu/claim/
3. Click on “Claim an Account”
4. Enter your GW ID number, name and date of birth
5. Read the GW Codes of Conduct and System Access Policies and check the box “I Accept the Policies”
6. Choose a Net ID and password based on the criteria outlined on this page
7. Select your security questions and provide an alternate email
8. Click “Submit”
9. You will be taken to a screen with your GW ID number, your GW Net ID and your GW Email address

Logging into your GW Email:

1. Go to https://my.gwu.edu
2. On the upper left hand side click the “Email” link
3. Log in using your GW Net ID and password

What to do if you lose your password:

1. Go to https://identity.gwu.edu
2. Click on the “Forgot Password” link
3. Enter your GWid number (ex. G12345678) and follow the instructions to receive your temporary password
4. Return to https://identity.gwu.edu
5. Click on the “Account Management” link
6. Log in with your GWid number and your temporary password
7. Change your password to something memorable
GW POLICIES & *Codes of Conduct*

Students participating in summer programs are subject to University policies including Academic Integrity and Codes of Conduct and are responsible for reviewing these codes prior to their arrival on campus. The International Summer at GW program seeks to establish an environment that promotes intellectual inquiry and personal growth for all program participants. We strive to create a community that is conducive to allowing each participant to fulfill his or her individual goals, while respecting and upholding program and University standards that ensure personal success and safety for all. All students will be expected to act in accordance with these codes. A student who violates the codes included below and/or whose behavior is considered disruptive or detrimental to himself/herself or others will be subject to disciplinary measures up to and including dismissal from the program. They may further be subject to university judicial procedures, which may become part of a permanent record at the University. Students dismissed from the program for policy violations are not entitled to a refund and will be required to leave the campus within 24 hours of the violation.

**ACADEMIC INTEGRITY**
Students are expected to exhibit honesty in all academic endeavors. All work must be the students own work. Failure to act in accordance with these guidelines will be considered academic dishonesty which includes cheating, fabrication, plagiarism and forgery.

Please review the full code here: http://studentconduct.gwu.edu/code-academic-integrity

**GUIDE TO STUDENT RIGHTS AND RESPONSIBILITIES**
Students are expected to follow appropriate policies and rules establishing civil interaction among community members. These University codes protect the campus community and apply to all currently enrolled students.

Please review the full code here: http://studentconduct.gwu.edu/guide-student-rights-responsibilities

**RESIDENTIAL COMMUNITY CONDUCT GUIDELINES**
Students living in residence are responsible for following residential community regulations and guidelines. Violations of these regulations may result in the imposition of an interim removal from University housing and/or suspension from the University.

Please review the full code here: http://studentconduct.gwu.edu/residential-community-conduct-guidelines

**Student Agreement**
I have reviewed the University codes and understand that I am subject to program and University policies while enrolled in the program. I assume full responsibility for adhering to these codes while participating in the program and accept the consequences that may result from violations to these codes.

Student’s Signature ___________________________ Date ______________

SUMMER & SPECIAL PROGRAMS
1922 F ST, NW, STE 304
WASHINGTON, DC 20052
P (202) 994-6360 | F (202) 994-9360
gwssummer@gwu.edu

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC
INTERNATIONAL SUMMER AT GW Media Release

I, the undersigned, hereby agree to allow The George Washington University (the “University”) and any authorized agent of the University to record my voice and photograph, statements and/or writings, or make a video recording of my likeness, and to use the same or portions thereof, including making and using derivative works thereof in any medium, including/without limitation to, online broadcasts, for any University purpose.

I understand that the photograph, statement, writings, audio and/or video recording may be edited for time and clarity purposes, and that the entire photograph, statement, writings, audio or video recording may not be used. I further understand that the photograph, statement, writings, audio or video recording, and any portion thereof, may be transcribed, copied or adapted for use in other mediums and for other commercial and non-commercial purposes, including but not limited to University publications, web sites, articles, lectures, presentations, etc.

I authorize the use of my name in connection with the photograph, statement, writings, audio and/or video recording if the University so desires.

I understand that the photograph, statement, writing and the audio and video recordings belong to the University and that I will not receive any compensation in connection with them or derivative works made therefrom, either now or in future.

I hereby expressly release the University, its agents, licensees, contractors, and assigns, and waive any and all claims or demands that I may have against any of them to damages or remuneration in connection with the use of my likeness and voice for the foregoing purposes.

OR □ I do not give my permission.

Name of Student (Please Print) ________________________________ Date _____________

Student Signature ________________________________
INTERNATIONAL SUMMER AT GW Payment Instructions

Program Fee
Upon receipt of your acceptance letter your nonrefundable $200 program fee is due. Program fees can be paid by check (in USD) and mailed to our office with the Enrollment Form, by wire transfer or by credit card from the deposits tab in the e-bill system, by selecting the Summer 2015 semester and the International Summer Deposit. When sending a program fee by wire transfer, please compensate for bank fees and clearly write your GWID in the remitter’s notes. Program fee payments made by wire transfer or using the online e-bill system should be confirmed with a receipt sent to abinner@gwu.edu. Program fee payments made by check should be sent to:

Summer and Special Programs Office
ATTN: Andrea Reigle
1922 F Street, NW, Suite 304
Washington, DC 20052

Remaining Balance
In accordance with the University billing schedule outstanding balances must be paid in full by Monday, May 18. An e-bill notification will be sent to your GWU email address. Interest fees of 1% are assessed on unpaid bills.

Accessing your bill and checking your current balance

1. Go to http://my.gwu.edu
2. Click on the GWeb Info System link on the left side of the screen
3. Enter your GWId (this can be found in your acceptance letter and email and looks like: “G12345678”) and PIN (Your default pin is your birth date in MMDDYY format)
4. Select the Student Records and Registration menu
5. Select the Student Accounts menu
6. Select Student Account eBill
7. Click “Make a payment” or select the “Payments” tab to be directed to your current balance

Payment Methods

1. US Bank Account: Using the online eBill system above, payments can be made electronically using checking account information for a US bank account drawing on US Dollars.
2. Wire Transfer: Payments can also be made by wire transfer. Wire transfers will incur fees so it is important to account for that when using that payment method. Wire transfer notes must include your name and GWID number.
3. Western Union GlobalPay: Allows students to obtain a payment quote in their own currency for use with their home bank account. Information can be found at studentaccounts.gwu.edu/international-payments.
4. Check: A check in US Dollars made out to The George Washington University and sent to the address below. Checks must include the student’s name and GWID number.

Lock Box Address for paying by check

The George Washington University
P.O. Box 822543
Philadelphia, PA 19182-2543
# WIRE TRANSFER INFORMATION

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**SPECIAL INSTRUCTIONS:**

STUDENT NAME ________________  GWID ________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
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Should additional information be needed or further questions required please contact the office of the cashier’s at 202-994-6200.