CHEZ VOUS
NORMANDY

HOME OF THE
JACQUES LEFEVRE INSTITUTE

Master ✓ Checklist

Name: _____

Please print this form and use it to track your progress as you complete and check off each item.

Links to each item below can be found under the "Apply Now" button on the website. We know it seems like a lot of stuff, but everything is important and necessary for processing your application. Thank you in advance!

Please ensure that your name is included in your email subject and/or on each document.

Email for scans: bonjour@chezvousnormandy.org
Mailing address: Chez Vous, Global U Bldg., 1211 S Glenstone, Springfield MO 65804

1) Website items to fill out - submit, print and scan to email, or print and mail . . .

_____ Application Part A – My Core Information *(online form to fill out)*

_____ Application Part B – My Course Interest *(print and scan with Prof/Dept signature)*

_____ Application Part C – My Motivation *(print and scan with your signature)*

_____ Supplemental Services Needed *(online form to fill out)*, **OR**

_____ Check here if no Supplemental Services needed

2) Your personal items to scan and either e-mail or mail . . .

_____ Current Student ID at your home university

_____ Your valid passport copy, **OR**

_____ copies of: a) your filled-out passport application form, **AND** b) your Driver's License

_____ Health Insurance card with confirmed international coverage for your entire trip, **OR**

_____ you are selecting 3rd-party health insurance option on the Supplemental Services sheet

_____ Photos (or ID's and/or passport backup): 2 physical passport photos (available at chain stores such as Walmart or Walgreens- write name on back of each and mail to Springfield), **OR**

_____ Email ONE jpeg passport quality (https://travel.state.gov/content/travel/en/passports/how-apply/photos.html)

_____ This Master Checklist form once completed (be sure and retain a copy as well)

3) And finally: $1500 Deposit + $30 Application Fee . . .

_____ *(note here the date mailed to Springfield address)*, **OR**

_____ *(the date paid through website via credit card)*