

Check List for NUPOC-IS

- _____ Pay the ROMP deposit, 50% of the total, before you depart the USA for Guatemala. Confirm the deposit due date with your NUPOC-ROMP Trip Liaison.
- _____ Prepare your passport. Your passport should be valid for at least 6 months from the date of entry into Guatemala.
- _____ Enroll in [GeoBlue](#), international health and evacuation insurance contracted by Northwestern University for NU students and employees who are overseas on university business.
- _____ Email the GeoBlue Confirmation of Registration to your NUPOC-ROMP Trip Liaison.
- _____ Enroll in the U. S. State Department [Smart Traveler Enrollment Program](#) (STEP) to receive security and health alerts.
- _____ Sign and submit the required Northwestern University releases: Covenant Not to Sue, Assumption of Risk, [Photo Release](#), etc.
- _____ Sign and submit the required ROMP Volunteer Waiver to your NUPOC-ROMP Trip Liaison.
- _____ Complete your immunizations and preventive health preparations.
- _____ Reserve your flight so you will arrive about 12:00 (noon) to Guatemala City on the designated date.
- _____ Pack your personal effects.