Central European Studies, Prague Fall 2014-2015
CIEE Online Student Account Instructions

Once you have submitted your CIEE application and been admitted to the program, you will receive additional informational materials from CIEE often with instructions to help you to complete additional materials. These items need to be completed in addition to the items you must complete in your UCEAP Pre-Departure Checklist.

Review all guides and program details carefully and complete all forms as instructed by CIEE, except for the Physician’s Medical Report, which you do not need to submit.

The following forms and materials will be available on your CIEE Online Student account either in your To-Do list or your Readings Section once you have been admitted to the program. Please note that materials are posted as they become available as they are all updated each semester, so they might not all be available right when you are accepted. CIEE will send you notifications when new materials are posted to your account and you should check back regularly.

- Participant Contract
- Program Dates, Details, and Arrival Information (typically referred to as the DDA)
- Course Registration
- Program Handbook
- Housing Survey
- Visa Survey (stating if, when, and where you applied for your visa)
- Physician’s Medical Report
  o You do not need to complete this item. You are required to submit your UCEAP Health Clearance to the UCEAP Systemwide Office by the deadline on your UCEAP Pre-Departure Checklist. UCEAP will mail your UCEAP Health Clearance directly to CIEE in place of this document. Once received by CIEE, the "Physician’s Medical Report" will be marked as “completed” on your online checklist in MyCIEE.
- Student Medical Questionnaire
- Flight Arrival Information Survey
- CIEE Accident and Sickness Insurance Information
  o IMPORTANT: While abroad, you are covered by the UCEAP insurance as your primary provider, and the CIEE insurance as your secondary provider. For information on your UCEAP insurance, visit the “Insurance” tab on your UCEAP Participants page.
- Online Pre-Departure Orientation Instruction

Questions? For questions regarding the CIEE pre-departure requirements, please contact the CIEE Czech Republic Enrollment Advisor, Megan Gardner, at (207) 553-4104 or mgardner@ciee.org.