



Pre-Departure Information Form

Agency Name _____ PDO Date _____

In accordance with the guidelines set forth by the U.S. Department of State and CIEE, regarding all students participating in CIEE's High School USA Exchange Program, I do certify and confirm the following:

- Our agency provided a Pre-Departure Orientation to each student in accordance with CIEE guidelines. (Attendance log attached*)
- Each student was provided with a detailed summary of travel arrangements prior to their departure to the U.S.
- Each student was provided with a CIEE ID card prior to their departure to the U.S.
- When CIEE provided our agency with placement information (including a profile of the host family and school, StateGrams and whether the placement was permanent or temporary), this information was transmitted to each student by our agency prior to student departure.
- Our agency provided each student with information on healthcare and insurance prior to departure (including the possible requirement to be subject to Affordable Care Act). In addition, each student had insurance coverage under CIEE's insurance policy and was provided a copy of their Confirmation of Insurance (available on the online reporting site provided by CIEE) prior to their departure to the U.S.

Representative's name (print): _____

Representative's signature: _____

Date: _____

*Please email this completed form and attendance logs to: hsops@ciee.org