

2018

# INTER-AMERICAN DEFENSE COLLEGE



## Welcome Packet

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WASHINGTON, D.C.



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# Introduction

*Congratulations on being selected to study or work at the Inter-American Defense College!*

It is a pleasure to welcome and receive Class 58. The Inter-American Defense College (IADC) prepares senior leaders to assume strategic advisor responsibilities by providing a comprehensive understanding of defense and security issues affecting the hemisphere and the world.

This orientation packet was prepared for students selected to enroll at the IADC in Class 58. The information contained here is also useful for personnel designated to the College as staff, advisors or faculty. This packet includes essential information and required actions prior to traveling to the U.S.

The U.S. is the IADC's host country; simultaneously, the IADC is an organ of the Inter-American Defense Board (IADB), an international organization. The responsibility for ensuring a student or staff member's lodging, transportation and family welfare belongs to his or her respective Delegation to the IADB, Permanent Missions to the Organization of the American States (OAS) or the government agency that nominated the student or staff member.

# General Information

The IADC is the educational entity of the IADB, and falls under the auspices of the OAS. The IADC is unique in the Western Hemisphere in that the faculty, staff and student body are international. Broad international participation provides an exceptional opportunity for the free exchange of ideas and forms a foundation for better inter-American understanding.

The College is a fully accredited graduate institution that focuses on the comprehensive understanding of governmental systems, the current international environment, the structure and function of the Inter-American system, and a broad-based study of defense and security issues affecting the Western Hemisphere. In addition to the benefits of studying diverse ideas and perspectives, students are able to develop close professional and personal relationships with classmates throughout the hemisphere.

## **In-processing**

During the first day of in-processing, students and newly reported advisors/staff participate in the formal enrollment process and complete required personal data forms. Personnel receive e-mail accounts, lockers, information on parking, seating assignments in the auditorium, as well as, additional administrative and regulatory information on College procedures. On this day, students should bring the documents listed in the Academic Records and Identification Card Sections of this packet.

## **Languages**

The official languages of the College are Spanish, English, Portuguese and French. All presentations and conferences are given in the native language of the guest speaker, with simultaneous interpretation offered by the College.

It is suggested that students, advisors and staff have a basic knowledge of Spanish and English. Although the College provides simultaneous interpretation during class periods, relations with partner academic institutions and other opportunities in the U.S. require proficiency in English. English skills also facilitate a good working relationship with public and private entities visited during the course. As most students are native Spanish speakers; therefore, basic proficiency in Spanish facilitates small group work.

## **Class Schedule**

The core class schedule is from 08:00 until 16:30 Monday through Friday. Attendance is mandatory and requires punctual proactive participation of students in all activities.

## **Trips and Visits**

The academic program includes study trips and visits aimed at increasing the students' level of understanding and knowledge of the regions. Additionally, these academic activities ground students' knowledge of abstract course concepts via field-based experts and institutions, providing the students a professionally-oriented platform for analysis, synthesis and an experiential platform for cultural understanding and exchange.

Accommodation and meal costs for these trips are paid for by the government of the country sending the student, advisor and staff. It is important that students, advisors and staff have the necessary funds to cover travel expenses before leaving their country as they will be necessary in the beginning of the course. See Personnel Finances section for more information of estimated costs for travel within the U.S. and abroad. Refer to the Class 57 Course Catalog and Student Handbook for more details on the academic program, policies and requirements.

## **Washington Metropolitan Area Weather**

Because of its location, the city of Washington and the regions of Maryland and Virginia have four distinct seasons:

- Summer: June 21 to September 20.
- Fall: September 21 to December 20.
- Winter: December 21 to March 20.
- Spring: March 21 to June 20.

Temperatures vary with the seasons. Although spring and fall are warm, the area experiences intense heat in the summer [average of 79.8°F (26.6°C)] and intense cold in the winter [average approximately 38°F (3.3°C) with snowfall averaging 15.5 inches (39cm)]. This information is important to help plan ahead and pack appropriately.

## **Attire/Uniforms**

Students, staff and advisors will participate in several events that require the use of different uniforms and appropriate attire for civilian personnel. Seasonal uniform shifts usually occur in early May (summer uniform) and in early October (winter uniform). To help be better prepared, the uniforms are:

**Uniform 1: Service Dress/Semi-Formal.** For official ceremonies, receptions, and special lecture events, equivalent to a suit and tie, for civilians. Some countries have seasonal service dress uniforms. For Navy white uniforms, instructions will be promulgated specifying Full Dress (“Chokers” with medals), Service Dress (“Chokers” without medals), or Summer White (short sleeve).

**Uniform 2: Daily Uniform.** This attire is worn daily to attend classes and work. Typically consists of a shirt and pants that can be used with a cap or kepi and with or without a tie, depending on the country. It may be worn with a sweater or jacket in accordance with respective country regulations. Civilian personnel wear collared shirts and pants. Staff members assigned to support functions may wear their respective service's combat (camouflage) uniform.

**Uniform 3: Gala/Formal.** The uniform used for evening ceremonies and formal receptions, equivalent to a civilian tuxedo for men and evening gown for women.

**Uniform 4: Business Suit.** Equivalent to a suit worn by civilians consisting of a jacket and tie. This uniform is worn in situations where military uniform #1 is not desirable.

**Uniform 5: IADC Civilian.** Except during special events, as delineated in the weekly student schedule, all personnel assigned to the College are authorized to wear the "IADC civilian uniform," on Fridays. Uniform 5 consists of the IADC polo shirt or long sleeve shirt, solid color dress pants (khaki, black, dark blue, gray), dress shoes, and an IADC jacket during cold conditions. Shirts will be tucked in at all times, with the exception of contoured hemline polo shirts designed to be worn untucked. Wearing of other clothing items with Uniform 5 is not authorized while on campus. Personnel who do not have this optional uniform must be in the uniform of the day, as prescribed in the weekly student schedule. Boots are authorized only in snow conditions. Wearing blue jeans, outdoor/cargo pants or tennis shoes are not authorized.

**Uniform 5A:** Used for academic trips. Khaki pants with blue polo shirt and dress shoes.

**Uniform 6: Casual.** Consists of a collared shirt and dress pants and shoes. A sweater or sport jacket may also be worn in cold months and in cold rooms. Boots are authorized only in snow conditions. Wearing blue jeans, outdoor/cargo pants or tennis shoes are not authorized while on campus. Exceptions to this dress code will be considered on a case-by-case basis, and will be published via the weekly student schedule.

Civilian personnel shall wear attire that provides a smart professional appearance commensurate with activities for the day and in line with what is specified for military personnel. For example, if lecturing, a coat and tie or female equivalent would be appropriate, but if participating in the studies visit to Gettysburg, Uniform 5 would be appropriate.

Each country has different types of uniforms per internal regulations; however, they typically do not differ substantially between services. This has been considered when establishing the above-mentioned uniforms.

When initially reporting to the College, students are required to be in Uniform 1. Students are required to wear their daily uniform (Uniform 2) to attend classes unless otherwise instructed. Students are not authorized to wear flight suit, combat or camouflage uniform. Normally, the

IADB hosts a formal holiday dinner in December. This event requires staff and students to wear their gala uniform (Uniform 3).

The specific uniform for the day will be published in the weekly student schedule. Questions regarding the uniform should be directed to the respective Departmental leadership or the Chief of Course for students. Uniform examples are depicted in the Course Catalog and Student Handbook.

## **Student and Family Support**

The College relies on the U.S. Department of Defense for a wide range of services that are available to members of the U.S. Armed Forces and their families. Services include but are not limited to commissary benefits, family counseling, special military discounts, and morale/welfare activities such as United Services Organization (USO) tours.

Authorized students and staff members assigned to IADC are issued a U.S. military identification card. This permits access to the many services afforded U.S. Armed Forces. Additionally, medical and other essential family services are available to military students whose country has a Reciprocal Health Care Agreement with the U.S. Members of countries with a Reciprocal Health Care Agreement must be appointed in writing by their senior military attaché to receive medical benefits in accordance with the agreement. Civilian students rely on the assistance of their respective IADB Delegation and Embassy staff.

## **Circle of Friends**

The Circle of Friends is an organization made up of the spouses of students, staff, directors, delegates and heads of delegation of the Inter-American Defense Board and other invited guests as described in the regulations. The purpose of the Circle is to provide mutual support to spouses and families who may be living outside their own nations for the first time.

The Circle organizes local activities and periodic events to display examples of national culture, crafts and traditional food. The events are organized by one or more nation represented at the IADC and IADB. For additional information contact the IADC Protocol office or the email [circle.friends.iadc@gmail.com](mailto:circle.friends.iadc@gmail.com).

## **Cultural Events**

Once a year, the College organizes a cultural day where the students, staff and their relatives can share their country's traditional crafts, foods, music with others. During these events it is customary for participants of each country to bring samples of traditional products and objects that represent their cultural customs.

# Preparing to Move

Upon arrival, students and staff must submit a number of documents, failure to bring these could negatively affect individual and/or family welfare. It is also recommended to keep at least one copy of each document, and if possible, keep scanned digital copies. **Appendices A and B** provide the checklists to help fulfill requirements.

**NOTE: Students and staff are required to bring multiple documents in original, certified copy, along with official English translation.**

## **Passports and Visas**

The IADC is part of an international organization. Therefore, a student's immigration status must be cleared by the U.S. Department of State. International students are admitted into the U.S. in an official diplomatic capacity. Once accepted, a student may not hold any other official responsibilities other than academic activities at the College. The current authorized visa for studying at the IADC is the A-2. Because of study trips outside the U.S. and the possibility of some students remaining as advisors at the College, prospective students should come with a passport that is valid for at least three (3) years. Be sure to bring these documents to be submitted to the Personnel Division during the registration process.

All students must obtain an A-2 visa without exception. It is a mandatory requirement of the U.S. Department of State. Students who do not arrive with an A-2 visa category will receive assistance from the IADC Personnel Division to correct this upon arrival. Correcting a wrong issued visa may take up to 3 months. All assigned staff/advisors must obtain a G-4 visa.

The resolution or decree authorizing participation at the College will allow appropriate visa application at each individual country's U.S. Consulate. This process may take a long time; therefore, recommend the application completed as soon as possible.

It is recommended that students have passports and visas on hand at all times during the admission and entry process with the U.S. Customs and Border Protection (CBP). The I-94 is an automated version of the Entry-Exit electronic record with the same data elements as the previous paper version issued to travelers. Students, staff and advisors will be required to print the I-94 prior to check in. To obtain a copy of the I-94 please go to the following website: <https://www.cbp.gov/travel/international-visitors/i-94> and <https://i94.cbp.dhs.gov/I94/#/home>

Each student will be responsible for his or her own travel documents. In case of a discrepancy, the student should contact his or her embassy to correct the problem immediately. Only embassies may amend or renew a passport.

If mailing a passport, it should always be sent via “Registered Mail, Return Receipt Requested.”

To prevent substantial delays associated with the renewal of passports and visas, all students are required to come with a passport that is valid for at least three (3) years—this will also allow sufficient time to move household belongings and leave the country upon completion of training.

The processing of ordinary passports and tourist visas for visiting non-dependent family members will be the responsibility of each person and of the individual’s government authorities.

## **Immigration, Customs and Connecting Flights to Washington, D.C.**

The time required to claim luggage and go through Immigration and Customs can be long; therefore, ensure to schedule flights with at least 3 hours layover time to make connecting flights upon arrival in the U.S. It is advisable that students and staff have an information card with basic information such as addresses and phone numbers for individual country delegate to consult upon arrival.

## **Family Records and Student Records**

**1. Marriage Certificate:** This document is required to obtain identification cards for military, civilian personnel, spouses and children. Official English translation is required.

**2. Certificates of Birth:** Before issuing identification cards, IADC Personnel Division will require copies of birth certificates for dependent children. This document will also be required for enrollment of school-age children in their respective academic institutions. Official English translation is required.

**3. School Records:** To enroll children in private or public schools (Elementary School, Middle School, High School), parents must submit school records for the last three years of study. Most schools require translations of these documents, although an official translation is not required.

**4. Vaccination Certification:** The immunization history of school-age children is required for school enrollment. Children whose parents do not show immunization records from their country of origin will have to be vaccinated again in the U.S., which could possibly entail unnecessary costs.

## **IADC Address**

The easiest and most expeditious way to obtain the location of the College is via an online search such as Google. Search the key words “Inter-American Defense College” or “Colegio Interamericano de Defensa”. Search results should show maps and photographs of the surroundings.

Please have this address, which corresponds precisely to the facilities of the IADC. If driving, enter it into a GPS system.

*210 B Street SW, Bldg. 52  
Ft McNair  
Washington, D.C. 20319-5008*

## **Travel Itinerary**

Once the itinerary is created to Washington, D.C., inform respective points of contact in the U.S. about travel plans prior to arrival. The College is not responsible for transportation to or from the airport. The entities responsible for the coordination of individual arrival and settlement are the heads of delegation of each country to the IADB, embassies, and/or military and defense attachés. Consequently, convey arrival information, number of people traveling, as well as number of suitcases and if hotel reservations are required, to the appropriate individual points of contact. This information will facilitate a proper reception at the airport and good coordination ahead of arrival.

Contact the Registrar or Personnel Division with any questions or concerns (see Points of Contact for details), Monday through Friday between 08:00 and 16:00 Eastern Time Zone, except U.S. national holidays. Leave a message if there is no answer or send an email.

## **Prohibited Items**

It is forbidden to bring firearms into the U.S. and legal problems may be encountered if done. It is also prohibited to bring ceremonial daggers and swords. While all military traditions and customs are respected, the College is an academic environment and the use of the weapons mentioned above are not required during ceremonies.

# Academic Records

## **Educational Credentials**

In accordance with the Admissions Manual, all students must bring originals and certified copies of their post-secondary transcripts and diplomas (bachelor degree, master degree, doctoral studies, command and staff college diploma) that certify their knowledge and skills. These must be brought in their original language with an official literal translation into English, if applicable. Original documents will be required to be shown for validation upon arrival to the College. These documents are required for admittance and will expedite registration.

# Arriving to Washington, D.C.

## **Identification Card**

The Personnel Division will need the documents listed below for processing necessary paperwork to obtain a military identification card for IADC personnel and dependents.

1. Birth certificate and its official English translation
2. Passport
3. Visa
4. Marriage certificate and its official English translation, if applicable
5. Charter Decree or Order of Appointment to the College and its official English translation
6. Health insurance information/cards for sponsor and dependents (must remain current for the entire tour)

## **Enrolling Children in the School System**

The majority of public schools in the local area are considered excellent and are free. Public schools are funded through federal, state and local government sources. They do not charge tuition, but be financially prepared to buy school supplies, uniforms (if required), pay fees for tests and trips, and other “extras”. The public school a student attends is determined by the location of their residence. There are also a number of private schools in the area, although these tend to be very expensive.

## **Documents Required to Enroll School-Age Children**

Prior to a child’s acceptance in a school, a visit with the child to the County School Board Offices of the living area will be required. Also, bring the following documents:

1. Birth Certificate
2. Immunization or Vaccination Certificate
3. English Proficiency Results
4. Math Test Results:  
English and Math tests are taken by children on the day of enrollment in Maryland, Virginia, or Washington, D.C.
5. Proof of Residence:  
Property title, lease contract, gas, electricity or telephone bills are examples.
6. School Transcripts from the Country of Origin:  
Most schools require the transcripts to be translated into English; the translation does not need to be official. Obtain in advance at child’s current school.

Once this process is completed, the school to enroll a child will be determined and whom to contact in the school's administration staff to establish an entry date.

## **Information about School Districts in the Surrounding Area**

We advise to look at possible places of residence and the corresponding district schools for children on the internet. Individual sponsors or predecessors can help make a decision based on experience. In the U.S., children will attend school based on the place of residence.

Contact the offices below with any questions about a school's admissions requirements:

County/City School Board Offices:

- **Virginia Fairfax County Public Schools**  
<http://www.fcps.edu/index.shtml>  
8115 Gate House Road  
Falls Church, VA 22042-1203  
Telephone: (571) 423-1050
- **Arlington County Public Schools**  
<http://www.apsva.us>  
1426 N Quincy Street, Arlington, VA 22207  
Telephone: (703) 228-7663
- **Prince William County Public Schools**  
<http://pwcs.edu/>  
14800 Joplin Rd, Manassas, VA 20112-3909  
Telephone: (703) 791-7200
- **Alexandria City Public Schools**  
<http://www.acps.k12.va.us/>  
2000 N Beauregard St., Alexandria, VA 22311  
Telephone: (703) 824-6600
- **Falls Church City Public Schools**  
<http://www.fccps.org>  
803 W Broad St. Ste. 300, Falls Church, VA 22046  
Telephone: (703) 248-5603
- **Maryland Montgomery County Public Schools**  
<http://www.montgomeryschoolsmd.org/es/>  
Rocking Horse Road Center

4910 Macon Road, Rockville, MD 20852  
Telephone: (301) 230-0686

- **Prince George County Public Schools**  
<http://www1.pgcps.org/communications/index.aspx?id=23176>  
14201 School Ln, Upper Malboro, MD 20772  
Telephone: (301) 445-8460
- **Washington, District of Columbia Public Schools**  
<http://dcps.dc.gov/DCPS>  
1200 First St, NE, Washington, DC 20002  
Telephone: (202) 442-5885

## **Medical Check-Up for School-Age Children**

To enroll in a new school, children may need to get a medical check-up or school physical in the U.S. Some countries have a Reciprocal Health Care Agreement with the government of the U.S., the physical exam can be taken at Bethesda Navy Hospital or other U.S. military medical facility after getting a military ID card and providing medical records. Check-ups can also be done by a private doctor, in which case it is advisable to obtain copies of all the appropriate forms in English. These forms can be found at the local county school board or online. Not all schools require medical check-ups.

An individual's country vaccination card or certificate is considered valid and children will not be asked to get the prescribed vaccines again, although age dependent. It is important for them to have started the vaccination process and for the certificates to be valid. The following vaccinations are required:

1. Diphtheria/Tetanus
2. Polio
3. Measles
4. Smallpox
5. Mumps
6. German Measles
7. Rubella
8. Yellow Fever
9. Tuberculosis TB skin tests will be given here in the U.S.

## **Medical and Dental Care**

Both medical and dental services are very expensive in the U.S., especially hospitalization, surgery and maternity care. For this reason it is essential that the organization and/or department

responsible for appointing individuals to the IADC provide medical insurance before departing for the U.S. or provide alternative ways of financing medical and/or dental care.

Depending on reciprocal agreements between the Ministry of Defense in an individual's country and the U.S. Department of Defense, personnel may be eligible to receive partial or full medical attention at military facilities in the Washington, D.C. area. Be sure to verify the type of authorized services and whether there is an agreement with the U.S. Government before departing for the U.S.

## **Driver's License and Vehicle Registration**

In the Washington, D.C. area, having a car is essential to cover the distances involved in traveling to and from most residential areas to shopping centers, schools and hospitals.

To drive in the area, all military and civilian personnel need to meet the requirements established by the state of residence Department of Motor Vehicles (DMV). Not all states have the same requirements; review the specific state requirements prior to arrival for driver's licenses, vehicle registration and license plates:

1. Maryland DMV: <http://www.mva.maryland.gov>
2. Virginia DMV: <http://www.dmv.virginia.gov>
3. Washington, D.C. DMV: <http://dmv.dc.gov>

**NOTE: 1. Car insurance must be purchased if planning to drive a vehicle in the U.S.**

**2. The Personnel Division will provide more information regarding Divrer's License during the In- Processing.**

# Personal Finances

Personal finances vary between students, staff and advisors depending on the policies established by each country and sponsoring organization. Most students and staff generally open a bank account at a local bank and make arrangements to have their salary directly wired there. After opening a bank account, funds may be accessed through a debit card, personal checks and/or ATM transactions. In the Washington, D.C. area, the state of Virginia, and the state of Maryland, there are several private banks with significant experience in the management of financial transactions for diplomatic and military staff from the hemisphere due to the large amount of embassies and attaché offices in the area.

## Monthly Living Expenses

Estimated monthly rent varies between \$2500 and \$4800, and requires a signed contract between the lessor and the lessee stipulating rights and obligations. The contract usually requires a one to two-year lease, and a deposit corresponding to one month's rent which covers any potential damages to the property. If nothing needs to be repaired, the deposit is reimbursed. Refer to **Table 1** below for additional information.

The local real estate market offers a broad spectrum of options, from apartments and fully-furnished houses, to housing units in which the lessee decides on the furnishing. Most apartments and houses include a washer, dryer, refrigerator, stove, dish washer, microwave oven, air-conditioning and heating. **Table 1** lists estimated monthly expenses based on the experience of those who have lived in Washington, D.C. and surrounding areas. Home insurance and car insurance have not been taken into account, as they may vary depending on personal situations.

**Table 1 – Living Expenses**

Item	Monthly Value (USD)
Housing and Utilities (Depends on location and number of rooms)	\$2,500 – \$4,800
<ul style="list-style-type: none"> <li>• Electricity</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 75 – 250</li> </ul>
<ul style="list-style-type: none"> <li>• Gas</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 40 – 100</li> </ul>
<ul style="list-style-type: none"> <li>• Water</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 40 – 100</li> </ul>
<ul style="list-style-type: none"> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 40 – 150, depending on the plan purchased from the local telephone service provider.</li> </ul>
<ul style="list-style-type: none"> <li>• Cable TV/Satellite TV</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 50 – 200</li> </ul>
Food	\$ 850 – 1,300
Transportation (private and/or public)	\$ 150 – \$250
<b>Total USD</b>	<b>\$3,500.00 – \$6,350</b>

## **Estimated Costs of Study Trips and Transportation**

The study trips and visits listed below are mandatory for all students and international staff. Accommodation and costs of meals for these trips are paid for by the government of the country sending the student. It is important that students have the necessary funds to cover travel expenses before leaving their country as the funds will be necessary from the beginning of the course. **Table 2** details estimated costs of facilities, meals, expenses, transportation and travel. Students will also have the opportunity to visit other places during College breaks; therefore, they should plan accordingly.

**Table 2 – Estimated Costs for Study Trips and Visits**

<b>Item</b>	<b>Lodging</b>	<b>Daily expenses, food etc.</b>
Local visits: (DC Metro area)	\$200.00	\$ 200
New York City	\$1,450 - \$1,900	\$ 250
Continental U.S. Trip (CONUS):	\$900 - \$1,100	\$ 300
Outside Continental U.S. Trip (OCONUS)	\$3,577 – 5,185	\$1,000
<b>Total</b> (all values in U.S. dollars)	<b>\$6,127 - \$8,385</b>	<b>\$1,750</b>

# Questions and Points of Contact

While preparing to travel, there may be numerous questions not covered in this document. Please contact the College should more specific information be required or contact individual delegates at the IADB, attachés, or embassy or consulate staff to receive additional support and guidance.

A fundamental aim of the IADC is to make entry and stay in the U.S. as pleasant as possible, and we consider that the key to success is preparing before arrival.

Should any questions arise, do not hesitate to contact IADC, either via e-mail or by telephone.

- IADC Registrar Office  
[IADC\\_Registrar@iadc.edu](mailto:IADC_Registrar@iadc.edu)  
Telephones  
(202) 370-0176  
(202) 646-1321  
(202) 314-2857  
(202) 554-7402  
(202) 314-2834
- IADC Personnel Division  
[IADC\\_Personnel@iadc.edu](mailto:IADC_Personnel@iadc.edu)  
Telephones  
(202) 646-1319  
(202) 314-2833  
(202) 314-2838  
(202) 314-2829  
(202) 646-1315

# Appendices

1. **Appendix A:** Pre-Departure Checklist
2. **Appendix B:** Admissions Pre-Departure Checklist
3. **Appendix C:** Map and Directions to the IADC

# Appendix A      Pre-Departure Checklist

## 1. Visas and Passports.

- Ensure individual and dependent passport(s) and visa(s) are current and valid for at least three (3) years.

## 2. Air tickets.

- Schedule international flight arrival time and U.S. connections with suggested three (3) hours buffer.
- If arrival airport in the Washington, D.C. area is Reagan National, Dulles International, or Baltimore-Washington International, review distances and transportation available to final destination. The internet is a helpful tool.

## 3. Transfer to the area and receipt of salary payments abroad.

- Complete the necessary paperwork to receive salary in dollars on specific deadlines. Bring sufficient funds to cover the costs of moving to the area. It is recommended to have a minimum of USD \$7,000 for the first month.
- If more than USD \$10,000 is brought into the U.S., it will need to be declared. In addition, an explanation and verification of the source of the funds may be required. Open a bank account at a local bank.

## 4. Communicate with the individual country's Head of Delegation at the IADB and/or the Attaché of the Embassy.

- Established contact with individual country delegate at the IADB or the military or national police attaché to confirm travel itinerary, date of arrival in Washington, D.C., hotel reservations and means of transportation. Confirm who will greet at the airport upon arrival.

## 5. Letter, Order or Decree of Appointment.

- Obtain a copy of the official letter or decree of appointment by the assigning organization.

## 6. Costs of travel and accommodations during IADC travel.

- Request from superiors or relevant department in individual institution for the necessary funds to cover travel and accommodation expenses during IADC travel. See Table 2.

## **7. Medical Insurance.**

- Know the level of individual and dependent health care insurance coverage to receive in the U.S.
- Verify if a health care insurance reciprocity agreement exists between the individual Ministry of Defense and the U.S. Department of Defense. This will allow access to medical services at military installations.
- Confirm dependent's health care insurance.
- Bring individual and dependent medical and dental records.
- Bring individual and dependent immunization records.

## **8. Enrolling children in school.**

- Birth certificate.
- Immunization or vaccination certification.
- English Proficiency Results
- School transcripts/records for the last three (3) years, in English.

## **9. Uniforms.**

- Bring appropriate uniforms for the winter season and to participate in official activities included in the curriculum and other events, as listed in Attire/Uniforms Section.

## **Appendix B      Admissions Pre-Departure Checklist**

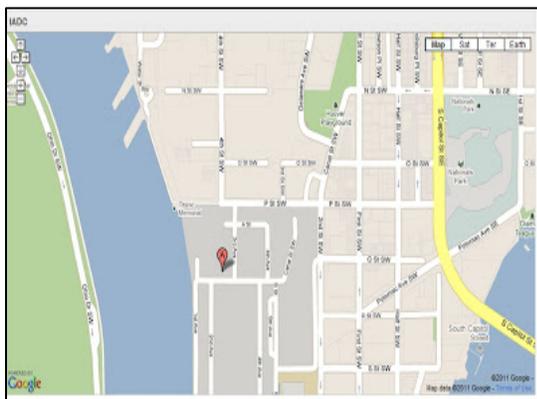
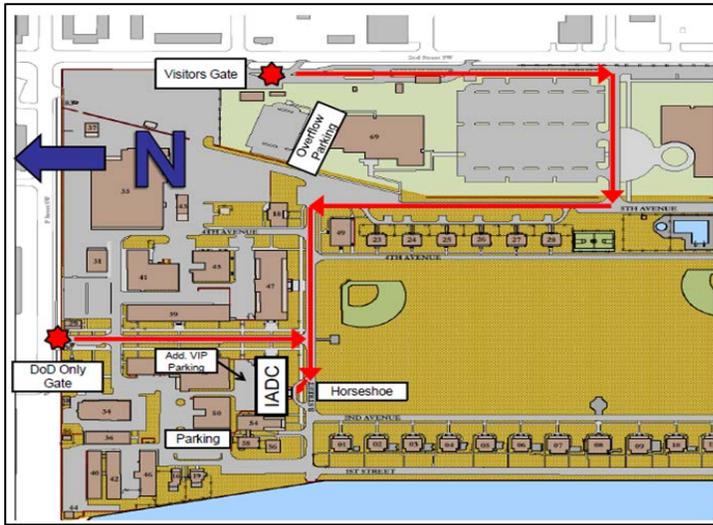
### **1. University Degree and transcripts.**

- The Registrar is required to see originals of educational documents. Upon arrival/in-processing to the IADC, show the original transcripts and original diplomas of undergraduate or graduate degrees to the Registrar. The Registrar will return originals and will keep the notarized copies for record.

### **2. Diploma of completion of the Military Staff Course (If applicable)**

- At arrival to the IADC, deliver a certified copy to the Registrar.

## Appendix C Map and Directions to the IADC



### Via Google Maps:

- Type in the search field “Colegio Interamericano de Defensa” or “Inter-American Defense College”. The screen will appear immediately showing the location of the College. Press “GO”, and follow the driving instructions.

- **Via GPS:**

Type in the following address:

Street Number: 210

Street Name: B St. SW

City: Washington, D.C.

ZIP Code: 20319

**Via the Internet:**

- In Google Maps, type in the search bar: “Colegio Interamericano de Defensa” or “Inter-American Defense College”.
- The screen will appear immediately showing a small College location map, in addition to its address and some photographs.
- Click on the map and the screen will go to a larger map with the exact location of the College.
- On the left side of the screen, click on the arrow above “Directions”.
- Enter the address or starting point, then select the travel mode icon about the addresses: Car, Public Transit, Walking or Biking.
- Google Maps will calculate possible routes to get to the IADC.
- Additional directions are provided on the College’s website: <http://www.colegio-id.org/directions.shtml>.