Dear Parents,

Our overseas adventure is quickly approaching, and it’s important to check that all your details are covered! Most crucially – making sure that your child has the proper documentation to travel.

Please review this list thoroughly to ensure a smooth departure day!

* **Verify your name**: What is listed in your ACIS account must match exactly what is on your passport (middle name included).
* **If you do not have a passport, apply immediately.**
	+ If you have a passport, check that it is valid for a minimum of 6 months past our trip’s final day.
	+ Non-U.S. citizens are responsible for obtaining all documents needed to enter the countries to be visited or connected through, and for reentry into the USA. Please consult the consular offices of the countries on the itinerary as well as the U.S. Bureau of Citizenship and Immigration Services for complete information.
* **Monitor your account:**
	+ Once you have your passport, enter the information in the *My Profile* section.
	+ Is your signature on file? You can sign our Terms and Conditions electronically.
	+ Are your payments on schedule? Keeping payments up-to-date means avoiding late fees and possible cancellation due to nonpayment.
		- More information on payments can be found here: [www.acis.com/parents/paying-for-your-trip](http://www.acis.com/parents/paying-for-your-trip)

If you have questions about your account, you should contact ACIS’ Traveler Support team at accounts@acis.com or via their online chat on weekdays from 10am-1pm EST and 2-6pm EST on [www.acis.com](http://www.acis.com). Please always include your child’s full name and account ID in your communication to ACIS.

Sincerely,