

**INTERNATIONAL SERVICES
EDINBURGH, SCOTLAND FORMS CHECKLIST**

ALL FORMS ARE DUE BY JULY 17, 2009!

Doctor Release Letter	Return this to Missy Gluckmann, Old Main 108 (Your Dr must send them directly to my office.)
Medical Questionnaire	Return these to Missy Gluckmann, Old Main 108. (Your Dr must send them directly to my office.)
Health/ Emergency Contact Form	Return this to Missy Gluckmann, Old Main 108
Statement of Responsibility, etc...	This form MUST be notarized* (Please do not sign the forms until you are in front of the person who is notarizing them...otherwise you have to reprint forms and do it all over again!) Return this to Missy Gluckmann, Old Main 108
Copy of your passport	If you are a US permanent resident, please also provide a copy of this card. Give this to Missy Gluckmann, Old Main 108.

Mailing Address:

Missy Gluckmann, Coordinator of Int'l Services
WCSU
181 White Street
Danbury, CT 06810

Note: You can also scan docs and email them to me: gluckmannm@wcsu.edu

Notaries on Campus:

Remember to bring your WCSU ID or your driver's license with you! Do not sign the form before you meet the notary! There is no fee!

Peggy Boyle
Human Resources
University Hall, 1st Fl.
Office Hours: 8 – 5
Contact #: 837-8662

Maureen Jeans
Human Resources
University Hall, 1st Fl.
Office Hours: 8 – 4:30
Contact #: 837-8631

Lisa Hammersley
Location: Human Resources
University Hall, 1st Fl.
Office Hours: 8:30 – 5
Contact #: 837-8497

Vanita Wagner
Location: Finance
University Hall, 2nd Fl.
Office Hours: 8:30 – 4:30
Contact #: 837-9310