

2015

# INTER-AMERICAN DEFENSE COLLEGE



## Welcome Packet

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WASHINGTON, D.C.

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# Introduction

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

It is a pleasure to welcome and receive you as a member of Class 55. 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 has been prepared for students who have been selected to enroll at the IADC in Class 55. The information contained here is also useful for personnel who are designated to the College as staff, advisors or faculty.

The packet includes essential information you need to know and should complete before traveling to the United States.

The United States of America is the IADC's host country; simultaneously, the IADC is an organ of the Inter-American Defense Board (IADB) and 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 and Permanent Missions to the Organization of the American States (OAS).

# General Information

The Inter-American Defense College (IADC) is the educational entity of the Inter-American Defense Board (IADB), and falls under the auspices of the Organization of American States (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.

## **Academic Enrollment Process (IADC)**

Prior to arrival, students and staff are asked to fill out online information forms (see **Appendix B**). It is important that these forms are accurately filled in the information requested as it will be used to process identification cards, make name cards, invitations and programs.

During the first day of in-processing, students and newly reported advisors/staff participate in the formal enrollment process and complete any personal data forms that could not be filled out online. Personnel receive their e-mail accounts, lockers, information on permitted parking places, seating assignments in the auditorium, as well as additional administrative and regulatory information on College procedures. In short, be diligent so you and your family are able to take advantage of every opportunity.

## **Moodle IADC Program**

[IADCMoodle.org](http://IADCMoodle.org) is the College's Learning Management System. This will be the students' primary access to all course material and registration/in-processing documentation. Please refer to **Appendix B** for instructions on how to access your [IADCMoodle.org](http://IADCMoodle.org) account.

## **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.

**NOTE:** We suggest that students and advisors have a basic knowledge of Spanish and English, in addition to their native language. Although the College provides simultaneous interpretation during class periods, relations with partner academic institutions and other opportunities in the United States require proficiency in English, and English skills also facilitate a good working relationship with public and private entities visited during the course. Also, as most students are native Spanish speakers, basic proficiency in Spanish facilitates small group work.

## **Class Schedule**

The core class schedule is from 08:00 until 16:00 Monday through Friday. Attendance is mandatory and requires the 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 their analysis and 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. It is important that students have the necessary funds to cover travel expenses before leaving their country as they will be necessary in the beginning of the course. **Table 2** provides estimated costs for travel within the United States and abroad. Refer to the *Class 55 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, you will experience 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 because it will help you plan your stay in the United States and select the clothing you will need to prepare.

## **Attire/Uniforms**

Staff and students will participate in several events that require the use of different uniforms and appropriate attire for civilian personnel. Uniform seasonal shift usually occurs in early May (summer uniform) and in early October (winter uniform). To help you be better prepared, examples are depicted in **Appendix H** and described below:

**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 collar 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.

**Uniform 5:** IADC Civilian. Except during special events, as delineated in the Weekly Academic 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, solid color dress pants (black, khaki, gray), dress shoes, and an IADC jacket during cold conditions. Shirts will be tucked in at all times. 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 Academic Schedule. Boots are authorized only in snow conditions. Wearing blue jeans, outdoor/cargo pants or tennis shoes is not authorized.

**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 is 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 Academic Schedule.

Civilian personnel shall wear attire that provides a smart professional appearance commensurate with their 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. The College “Espirit Club” sells a variety of short and long sleeve shirts and jackets that comprise Uniform 5.

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. There are formal events in December and June that will require staff and students to wear their gala uniform (Uniform 3).

The specific uniform for the day will be published in the Weekly Academic Schedule.

## **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.

Military students attached to IADC are issued a U.S. Common Access Card. This permits access to the many services afforded U.S. personnel. Additionally, medical and other essential family services are available to military students whose country has a reciprocal healthcare agreement with the United States. Civilian Students rely on the assistance of their respective IADB Delegation and Embassy staff.

## **Circle of Friends**

The spouses of students, staff, directors, delegates and heads of delegation of the IADB participate in the Circle of Friends at the College. These events are organized by different countries and aim to strengthen the bonds of friendship in the hemisphere. These meetings usually consist of presentations that display examples of the local culture, crafts and traditional food.

## **Cultural Events**

During the summer the College organizes a cultural day in which the students, staff and their relatives exchange traditional foods. In springtime (usually in May), the IADB Delegations organize an Inter-American cultural event in which each delegation displays its local crafts, dances, and food.

During these events it is customary for participants of each country to bring samples of traditional products and objects that represent their cultural customs. Students are advised to consult with alumni of the College for ideas on what to bring.

# Preparing to Move

This chapter aims to assist students and other newly assigned personnel in preparing the documents and other requirements they will need during their stay in the United States. Particularly upon arrival they must submit a number of documents that should they fail to bring, could negatively affect their welfare and that of their families. It is also recommended to keep at least one copy of each document and if possible to keep scanned digital copies. **Appendices A and C** provide the checklists to help you fulfill your requirements.

**NOTE: You 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. State Department. International students are admitted into the United States 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 United States 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 Office during the registration process.

**NOTE:** All students must obtain an A-2 Visa without exception. It is a mandatory requirement of the U.S. State Department. Students who do not arrive with an A-2 Visa category may receive assistance from the IADC Personnel Office to correct this.

**NOTE: All assigned staff/advisors must obtain a G-4 Visa.**

The resolution or decree authorizing your participation at the College will allow you to apply for the appropriate visa at the U.S. Consulate in your country; this process can take a long time, therefore, the faster the process starts, the better for you and your family.

It is recommended that students have their 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 the travelers. The electronic version will be available immediately. 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: [www.cbp.gov/I94](http://www.cbp.gov/I94).

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 the embassy 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 have a minimum of three (3) years remaining on their passport upon completion of training and returning to their country—this will also allow sufficient time to move your household belongings and leave the country.

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

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

The time required (after arriving to the airport) to claim the luggage and go through Immigration and Customs can be long, therefore make sure to schedule flights with enough layover time (at least 3 hours) to make your connecting flight once you arrive in the United States. See the arrival time of your flight at the airport online, identify the place where it is located and get the directions to the place where you will stay. It is advisable that you and your family members have an information card with basic information such as addresses and phone numbers to consult upon arrival.

## **Resumes and Personal Biographies**

**Students:** Are asked to upload a Resume and personal biography in PDF format to [IADCMoodle.org](http://IADCMoodle.org) (See **Appendix B**). This will be used to verify their profile according to the College regulations and help authorities with of working group assignments in different academic activities.

**Staff/Advisors:** Resumes of military and civilian personnel appointed as advisors will be used to assign to positions that best reflect their abilities. Please send your resume to [registrar@jid.org](mailto:registrar@jid.org).

## **Student Registration Form**

We ask students to follow the instructions in **Appendix B** for the student registration form in [IADCMoodle.org](http://IADCMoodle.org).

## **Family Records and Student Records**

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

**2. Certificates of Birth:** Before issuing identification cards, IADC Personnel 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. Student Records:** To enroll children in private or public schools, 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 will be 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 United States, 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’. Search results should direct you to maps and photographs of the surroundings.

Please have this address, which corresponds precisely to the facilities of the IADC. If you drive, you can enter it into your GPS system.

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

## **Travel Itinerary**

Once you have defined the itinerary of your trip to Washington, you should inform your respective points of contact here in the United States about your travel plans prior to your arrival. The College is not responsible for transportation to or from the airport. The entities responsible for the coordination of your arrival and settlement are the heads of delegation of each country to the IADB, embassies, and/or military and defense attachés. Consequently, you must convey the information about your date of arrival in Washington D.C., the number of people accompanying you, as well as the number of suitcases and whether you need hotel reservations, to the entities

responsible for your stay in Washington, D.C. This information will facilitate a proper reception at the airport and good coordination ahead of your arrival.

If you have any questions or concerns, please call the Personnel Office or Registrar (see Points of Contact for details), Monday through Friday between 09:00 and 16:00, except U.S. national holidays. You can also leave a voice message at any time of day.

## **Prohibited Items**

It is forbidden to bring firearms into the country. You may encounter legal problems if you try to do so. 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 is not required during ceremonies.

# Academic Requirements Before Arrival to the College

## **Academic Requirements (MANDATORY FOR ALL STUDENTS)**

It is considered extremely important that all students finish reading the following required documents before the first day of class. These readings will familiarize you with the expectations of the academic work of the IADC, in addition to enriching their knowledge of the issues and facilitate a better understanding of the standards expected in academic writing. These resources are invaluable companions throughout the course. All reading materials can be found at [IADCMoodle.org](http://IADCMoodle.org) (See **Appendix C**). Additionally, refer to the *Class 55 Course Catalog and Student Handbook* for more details on academic program, policies and requirements.

## **Academic Background**

All students must upload to [IADCMoodle.org](http://IADCMoodle.org) 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 should be uploaded in their original language with an unofficial literal translation into English, if applicable. However, you will be required to show the originals for validation upon arrival to the College. These documents are required for admittance and will expedite your registration.

# Arriving to Washington, D.C.

## **Identification Card**

List of documents required to obtain the Identification (ID) Card:

1. Birth certificate and its official English translation
2. Passport
3. Visa
4. Marriage certificate and its official English translation
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)

**NOTE:** The Personnel Office will need these documents for processing the necessary paperwork to obtain a military ID for you and your family members.

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

The majority of public schools in the local area are considered excellent and are free. 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 your child's acceptance in a school, you are required to go with your child to the County School Board Offices of the area where you will be living and submit 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 of this.
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. Get them in advance at your child's current school.

Once this process is completed, you will know which school to enroll your children in 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 that you look at possible places of residence and the corresponding district schools for your children on the internet. Your predecessors can help you make a decision based on their experience.

If you have any questions about a school's admissions requirements, contact the offices below. They are in the areas where many students, staff and advisors usually live.

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.pgeps.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/spanish>  
 1200 First St, NE, Washington, DC 20002  
 Telephone: (202) 442-5885

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

To enroll in their new school, children will need to get a medical check-up in the United States. If your country has a reciprocal health care agreement with the government of the United States, 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 your 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.

The vaccination card or certificate from your country is considered valid and your children will not be asked to get the prescribed vaccines again, although this depends on their age. 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. Rubella (German Measles)
7. Yellow Fever
8. Tuberculosis TB skin tests will be given here in the United States.

## **Medical and Dental Care**

Both medical and dental services are very expensive in the United States, especially hospitalization, surgery and maternity care. For this reason it is essential that the organization and/or department responsible for your appointment provide you with medical insurance before you leave your country or with alternative ways of financing your medical and/or dental care.

Depending on reciprocal agreements between the Ministry of Defense in your country and the U.S. Department of Defense, you and your dependents 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 services that you have access to and whether there is an agreement with the U.S. Government before you leave your country.

## **Driving a Car**

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 foreign military and civilian personnel will need to obtain a driver's license by meeting the requirements established by the Department of Motor Vehicles (DMV) in their state of residence. Not all states have the same requirements; some may be more demanding than others. See each state's website for specific details or requirements.

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

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

The use of a foreign/international driver's license is authorized for temporary needs and is regulated by the local DMV office; most establish a 60-day period to facilitate obtaining state driver's license. A driver's license is considered to be an essential legal document in the United States, and can also be used as a form of identification for different transactions

1. Maryland: A new resident of Maryland and with no commercial driver's license from your country, has a period of 60 days to obtain a driver's license in the state of Maryland.  
<http://www.mva.maryland.gov/drivers/apply/new-to-maryland.html>
2. Virginia: Visitors and military personnel with an international license issued by a foreign country may operate a vehicle in this country but only when the international

license is accompanied with a valid driver's license issued by the person's country of origin. However, it is required to obtain a driver's license in the state of Virginia 60 days after moving to the state.

[Http://www.dmv.virginia.gov/drivers/#eligibility.html](http://www.dmv.virginia.gov/drivers/#eligibility.html)

3. Washington, DC: A licensed driver who moves to D.C. from another country is required to obtain a D.C. driver license, if residing in D.C. for more than 30 days and is not in the United States on a visitor visa. If you possess a valid out-of-country driver license, you will be required to take and pass the driver knowledge test prior to obtaining a D.C. driver's license. An official certified translation of current driver's license is required by a D.C. authorized translator (see web site for details).

[Http://dmv.dc.gov/page/obtain-real-id-driver-license-out-country-driver-license](http://dmv.dc.gov/page/obtain-real-id-driver-license-out-country-driver-license)

In accordance with DMV requirements, people who are interested in applying for a driver's license must have and do the following:

1. Provide two (2) valid identification documents. (The ID and passport are valid)
2. A document to prove your place of residence. (A utility bill)
3. Evidence of legal resident status in the United States. (Document provided by the IADC).
4. Do a three-hour drugs and alcohol course.
5. Your license from your country, translated to English. (If you do not have an international license, are advised to get to do so before you leave your country)
6. Take an eye exam at the DMV.
7. Pass a written exam.
8. Pass a practical driving exam

**NOTE:** You must purchase car insurance if you wish to drive a vehicle in the United States.

# Personal Finance

Personal finances vary between staff and students, 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 \$2000 and \$4000, and requires a signed contract between the lessor and the lessee stipulating their 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 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)
Rent	\$2,000 – 4,000
Electricity	\$75 – 250
Gas	\$40 – 100
Water	\$40 – 100
Telephone	\$40 – 150, depending on the plan purchased from the local telephone service company.
Food	\$500 – 850
Petrol	\$120 – 250
Cable TV/Satellite TV	\$50 – 200
<b>Total USD</b>	<b>\$2,865 – 5,900</b>

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

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 – Academic Expenses**

<b>Item</b>	<b>Double room</b>	<b>Single room</b>	<b>Daily expenses, food etc.</b>
Local visits: (DC Metro area)	---	---	\$ 200
New York	\$ 790	\$1,260	\$ 250
Miami, FL and Colorado Springs, CO	\$ 600	\$ 800	\$ 300
Outside Continental United States	\$2,577	\$4,185	\$1,000
<b>Total</b> (all values in U.S. dollars)	<b>\$6,127</b>	<b>\$8,385</b>	<b>\$1,750</b>

# Questions and Points of Contact

The purpose of this Welcome Packet is to address those issues of greatest concern. As you prepare to travel, there will be numerous additional questions that may not have been covered in this document. Please do not hesitate to contact the College should you need more specific information. You can also contact your delegate at the IADB, your attaché, or staff from your embassy or consulate to receive additional support and guidance.

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

Should you have any questions do not hesitate to contact us, either via e-mail or by telephone. Below is some contact information that you should keep on hand.

- IADC Personnel Office  
[IADCPersonnel@jid.org](mailto:IADCPersonnel@jid.org)  
Telephone  
(202) 646-1319  
(202) 646-1339  
(202) 646-1331
- IADC Registrar Office  
[Registrar@jid.org](mailto:Registrar@jid.org)  
Telephone  
(202) 646-1334

# Appendices

1. **Appendix A:** Checklist before You Depart
2. **Appendix B:** Instructions to Upload Resumes and Academic Records to IADCMoodle
3. **Appendix C:** Academic Requirements Checklist (Prior to Reporting to the IADC)
4. **Appendix D:** Map and Directions to the IADC

# Appendix A      Checklist Before You Depart

## 1. Visas and Passports.

- Ensure that the passport and the visa for you and your family remains valid. If possible, your passport should be valid for at least three (3) years.

## 2. Air tickets.

- Schedule your flight and connections between local flights with enough time (at airports in the United States), three (3) hours is suggested.
- If your final destination is Reagan National or Dulles International Airport in Washington, D.C., please review the distances and mass transportation available to get to your place of residence. The internet is a helpful tool.

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

- Bring sufficient funds to cover the costs of moving to the area for you and your family? Completed the necessary paperwork to receive your salary in dollars on specific deadlines? It is recommended to have a minimum of \$7000 USD for the first month.
- If you bring more than \$10,000 USD from your country, you will need to declare it, it is possible that in addition you will also need to explain and prove the origin of the money that you are bringing into the country, and open a bank account at a local bank. Do you have a document that explains and verifies the source of the funds?

## 4. Communicate with the Head of Delegation of your country at the IADB and the Attaché of the Embassy.

- Did you established contact with your country delegate at the IADB or the military or national police attaché to confirm your travel itinerary, date of arrival in Washington, D.C., hotel reservations and means of transportation? Who will be receiving you at the airport?

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

- Do you have a copy of the official letter or decree of appointment by the organization who assigned you?

## 6. Costs of travel and accommodation during the travel IADC.

- Have you asked your superiors or relevant department in your institution for the necessary funds to cover travel and accommodation expenses during IADC travel? See Table 2.

## **7. Resume and Personal Biography.**

- **(Students)** Did you upload your Resume and Personal Biography to [IADCMoodle.org](http://IADCMoodle.org)?
- **(Staff/Advisors)** Did you email your Resume and Personal Biography to [registrar@jid.org](mailto:registrar@jid.org)?

## **8. Insurance.**

- Do you know the level of health insurance coverage that you and your family have the right to receive in the United States?
- Did you verify if there is a reciprocity agreement in relation to health insurance programs between the Ministry of Defense in your country and the U.S. Department of Defense? This will allow you to access to medical services at military installations.
- Does your family have health insurance?
- Do you have the medical and dental records for your family?
- Do you have the immunization records for your family?

## **9. To enroll a child in school.**

- Birth certificate.
- Immunization certification.
- School records for the last three (3) years in English.
- Results for medical examination.
- Proof of residency. (Title or a lease, or electricity/telephone/gas bills, are accepted).

## **10. Uniforms.**

- Did you bring appropriate uniforms to participate in official activities included in the curriculum and other events which you could be invited to attend?

## **Appendix B      Instructions to Upload Resumes and Academic Records to IADCMoodle**

Use the following instructions to upload the Student Entry Form, Resume, Personal Biography and Academic Record to the College Online Learning System of [IADCMoodle.org](http://IADCMoodle.org).

1. You will receive an Admin User email, subject “IADC: Account for New Users”. The email includes your permanent username, a temporary password and a link to the site. Be sure to check the spam in your email if you have not received this mail.

2. After entering for the first time, you must change the password. Please take note of the new password.

3. Once logged in, locate the column on the left. Click on “*Welcome Class 55! / Bienvenidos Clase 55!*”.

4. Become familiar with the system. You will need this once you have entered to Class 55, and then find the option to access the instructions in different languages. Click on your language. Locate the form “Registration of Students” and “Template Personal Biography” in the “Inprocessing Resources” folder.

5. Once you are ready to upload documents, click on the corresponding link, for example “Transcripts / Certificados de notas”.

6. Click “Add Submission”.

7. Drag and drop the file in the box and click the icon to add the file, and then click “Save Changes”. You will receive an email indicating that the text was received. To delete or add documents to this, click “Edit Submission”.

**NOTE:** Contact the IADC Learning Center Manager at [iadc Moodle@jid.org](mailto:iadc Moodle@jid.org) to receive technical assistance from [IADCMoodle.org](http://IADCMoodle.org).

# Appendix C      Academic Requirements Checklist (Prior to reporting to the IADC)

## 1. Diplomas to certify that you attended and passed the Staff Course.

- When you arrive to the IADC, deliver the original transcripts and certificates to the Registrar.
- After receiving the confirmation of program entry, upload certified copies of records and diplomas with literal translations, if applicable, to [IADCMoodle.org](http://IADCMoodle.org).

## 2. University Degree.

- When you arrive to the IADC, deliver the original transcripts and diplomas of undergraduate degrees to the Registrar with their official English translation.
- After receiving the confirmation of program entry, upload certified copies of notes and certificates with official translations, if applicable, to [IADCMoodle.org](http://IADCMoodle.org).

## 3. Records - Diploma Postgraduate (Masters or Doctorate Degrees).

- When you arrive to the IADC deliver original transcripts and Master's Degree or PhD diplomas to the Registrar.
- After receiving the conformation of receipt, upload certified copies of records and diplomas with official translations, if applicable, to [IADCMoodle.org](http://IADCMoodle.org).

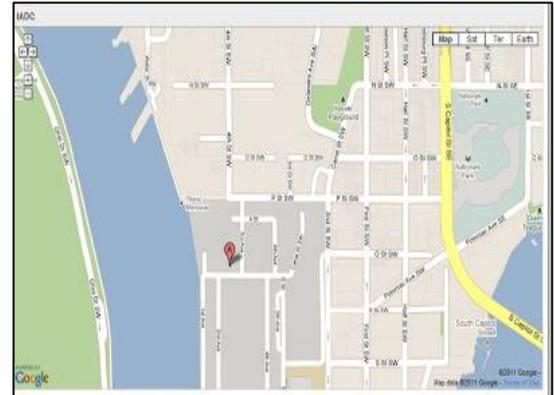
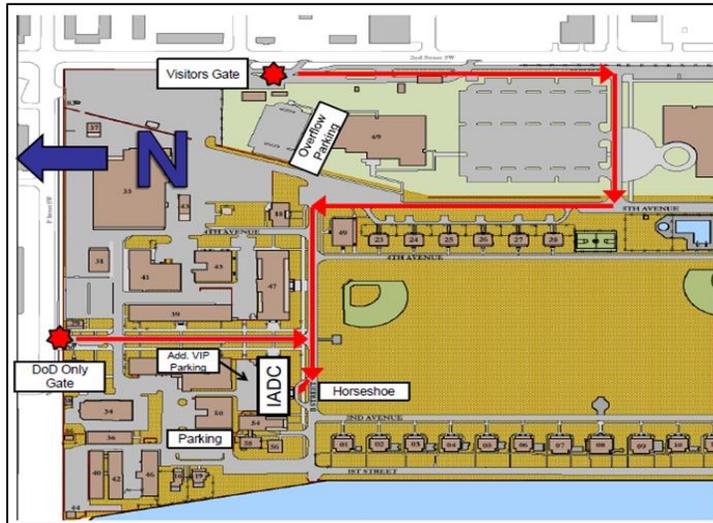
### **NOTES:**

It is important that notarized certified documents be uploaded to [IADCMoodle.org](http://IADCMoodle.org) correspond to original documents for the registration process.

It is also important that records or records of notes stipulate the courses you have attended and the number of hours of academic credit.

To receive a Master's degree or receive credits in one of the universities associated with the IADC by agreement, you must present the above-mentioned files as quickly as possible to allow the IADC enough time to validate documents.

## Appendix D Map and Directions to the IADC



An easy way for you to locate the IADC campus is via the Internet.

1. Visit Google
2. Type in the search bar: “Inter-American Defense” or “Inter-American Defense College”. Go to Maps (such as Google Images, now look at maps).
3. The screen will appear immediately show College Location Map, in addition to its address and some photographs.
4. On the left side of the screen also find the “Get Directions”. You must enter the address or point of start/departure.
5. Once you enter the address (for example, your home, to know the route that will take to get to school), you must select the mode in which you will be traveling: car, public transit or walking.
6. Once you make a selection, 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>