Peace Corps
Pre-Departure Checklist

Congratulations on accepting your invitation to serve in Peace Corps!
This document will serve as a guide to help you prepare for your departure.

Country of Service: _____ **Date of Departure:**_____

PORTALS

- ⇒ **Application Portal: www.peacecorps.gov/apply**
- ⇒ **Learning Space: http://learning.peacecorps.gov**
- ⇒ **Medical Applicant Portal (MAP): https://map.peacecorps.gov/map**
- ⇒ **New Volunteer Portal: www.peacecorps.gov/nvp**

CONTACTS

⇒ **My country desk officer's (CDO) name**: _____

CDO email address: _____

CDO phone number: _____

(The above information can be found in the *Volunteer Assignment Description* in your invitation email.)

- ⇒ **Medical matters and the Medical Applicant Portal (MAP)**: Use the messaging feature in your MAP. If you cannot access the MAP, contact technical support at: pre-serviceunit@peacecorps.gov or 202.692.1500
- ⇒ **New Volunteer Portal**: staging@peacecorps.gov or 202.692.1865
- ⇒ **Application Portal**: application@peacecorps.gov
- ⇒ **Legal Issues**: legalplacement@peacecorps.gov or 202.692.1845
- ⇒ **Passport and Visa Applications**: Sato Travel, pcdocuments@cwtsatotravel.com 202.692.1170

Read this checklist in its entirety, then complete the following tasks by the deadlines. If you are not sure who to contact with a particular question, please contact your country desk officer.

ONGOING

- ⇒ Access the Medical Applicant Portal to complete tasks and follow up on new medical issues.
- ⇒ Contact the Legal Eligibility Specialist with any new legal issues or if you were asked to follow up: legalplacement@peacecorps.gov or 202.692.1845.
- ⇒ Read and view all country-specific files in your country's .zip file. If you accepted your invitation after November 4, 2015, these can be found in the *Country Resource* task, which appears after completing the *Welcome to Peace Corps* task. Otherwise, these may be found in the New Volunteer Portal's *Passport and Other Resources* tab, and then *Country Resources*.
- ⇒ If your current address and/or permanent address changes, contact your country desk officer.
- ⇒ Complete any additional requests and tasks from your country desk officer.

UPON ACCEPTING YOUR INVITATION

- [ ] Receive the *Prepare for Peace Corps Service* email. If you do not receive this email within 3 days of accepting your invitation (please check your junk email folder), contact the Staging Unit immediately.
- [ ] Access your country's zip file in the New Volunteer Portal. If your invitation was accepted after November 4, 2015, access the link in the *Country Resources* activity under *My Tasks*, which appears after completing *Welcome to Peace Corps*. Otherwise, click on the *Passports & Other Resources* tab, then look under *Country Resources* for your country of service.
- [ ] Submit passport application documents to Sato Travel. Reference the instructions found here, or in your country's .zip file. Please contact pcdocuments@cwtsatotravel.com with questions.
- [ ] Submit visa application documents to Sato Travel. Reference the instructions found in your country's .zip file. Contact your country desk or pcdocuments@cwtsatotravel.com with questions.
- [ ] Complete and submit your legal kit within 15 days of receipt. If you do not receive it within 2-3 weeks of accepting your invitation, contact adminplacement@peacecorps.gov. You may have already completed this prior to your invitation.

WITHIN 30 DAYS OF ACCEPTING YOUR INVITATION

- [ ] Upload your updated résumé and aspiration statement to the Application Portal. The instructions can be found here or linked to in the body of the *Prepare for Peace Corps Service* email.
- [ ] Receive an email with Learning Space account information within 10 days of invitation acceptance. If you do not receive your credentials within 30 days, please contact pcuniversityti@peacecorps.gov. This email address creates a trouble ticket, so please send only one email. If you do not receive a reply within three business days, please follow up with staging@peacecorps.gov.
- [ ] Complete the Safety and Security, as well as the Core Expectations Learning Space modules.
- [ ] Complete all activities in the New Volunteer Portal. If your invitation was accepted after November 4, 2015, these will be found under *My Tasks*. Otherwise, look under *Step 1. Volunteer Activities*. Create an electronic signature in the New Volunteer Portal under *Step 2. eSignature*. If applicable, complete the forms which appear in *Step 3. Forms*.
- [ ] Read the *Peace Corps Volunteer Handbook*.
- [ ] Begin reading *On the Homefront* as well as *A Few Minor Adjustments*. You may also find them in the New Volunteer Portal. If you accepted your invitation after November 4th, 2015, these will be found under *My Tasks* after all registration activities have been completed. Otherwise, look under *Passports & Other Resources*, and then the *Cultural Awareness* tab.

4-6 MONTHS BEFORE YOUR DEPARTURE

- [ ] Your physical examination task and other medical tasks will populate in your Medical Applicant Portal (MAP). All tasks are due 60 days after they populate in your MAP. If your tasks are not complete by this deadline, you will be removed from your training class. Note that all labs are required, even if your physician says you do not need them.
- [ ] If applicable, visit the student loans section of our website. Contact your lender to research options on how your loan(s) can be managed. Prepare your student loan paperwork and pack a stamped envelope. You will receive a letter certifying your service dates upon arrival, which you will then send to your lender. Be sure to follow-up with your lender to ensure that your request has been processed.

2-4 MONTHS BEFORE YOUR DEPARTURE

- [ ] All of your tasks, including any follow-up tasks your nurse requested after receiving medical information from you, are due no later than 45 days prior to departure. If your document submission is not complete by this date, you will be removed from your program of invitation.

30 DAYS BEFORE YOUR DEPARTURE

- [ ] Receive departure information email. After receiving your departure information email, contact Sato Travel to coordinate domestic travel plans (if applicable).

Receive and carefully read the *Bridge to PST* email (2-4 weeks before departure).

OTHER STEPS TO CONSIDER

- [ ] Consider purchasing personal property insurance.
- [ ] Make preparations to vote by absentee ballot.
- [ ] Finalize personal financial matters (e.g., arrange for someone to have power of attorney).
- [ ] Download the Office of Victim Advocacy (OVA) Android app here (coming soon for Apple). This app allows Volunteers who are victims of crime to easily get access to resources and support.
- [ ] Identify a classroom in America to share your host country's culture and your Peace Corps experience with by enrolling in World Wise Schools' Correspondence Match program.

KEEP IN MIND

Medical

⇒ Do not wait until the deadline to submit your medical documents. The earlier you submit your information, the better. Failure to complete tasks prior to the expiration of their due dates will cause you to be removed from your program of invitation.

⇒ You may submit your dental exam results prior to completing restorative dental work recommended by your dentist. Proof of completed restorative work must be submitted no later than 45 days prior to your departure date or you will be removed from your program of invitation.

Passport and Visa

⇒ You must apply for a Peace Corps-issued passport, even if you possess a personal passport.

⇒ Passport processing takes several months; please send your documents immediately after accepting your invitation. Please find the instructions here.

⇒ Remember that passport and visa application materials should be placed in their own separate envelopes. Include these two envelopes inside your expedited shipping envelope.

⇒ You will not hear from SatoTravel when they receive your passport and visa documents; please check your tracking number to make sure your documents have arrived.

⇒ You will receive your Peace Corps passport at staging or via traditional mail. Any supporting documents submitted with your application, like a birth certificate or personal passport, will be returned either at staging or via traditional mail.

Legal

⇒ If your legal status has changed since you originally submitted your Peace Corps application (i.e. arrest, charge, conviction, etc.) please contact the Legal Eligibility Office immediately at legalplacement@peacecorps.gov.

⇒ All Peace Corps invitees must undergo a Special Agreement Check to determine legal eligibility for service. Any misleading, inaccurate, or incomplete information or intentional omissions regarding your legal history may be cause for disqualification or termination.

⇒ The Peace Corps will contact you regarding your background investigation only if additional information is required.