

New Year's Greetings to all of you!

We're getting close to departure time and before you know it, you'll be winging your way to beautiful Italy! Because we will be issuing airline tickets very soon, please go on-line to your account on our website (www.music-travel.com), then click on the Green MTC Online Logo to reach the log-in screen. Please review your personal data, namely, Legal Name (name as it appears on your passport), Birth Date, Passport Number and Gender. Please make all corrections and additions on-line (do not e-mail it). Most of you have completed Legal Name, Gender and Birth Date, but most passport numbers are missing, and some of you must still provide us with your legal name, gender and birth date. To refresh your memory of the requirements:

*Photo I.D. Name - The printed name exactly as it appears on your valid, government-issued passport which has your photograph on it. This document is the one you must present to the airline when you check-in with it. The name in the airline reservation record must match exactly the name that appears on your passport. You must remember to bring the passport or you won't be allowed to travel. (If you don't have a valid passport, please download an application with instructions from the U.S. State Department (www.state.gov), get your original birth certificate, have photos made (Fedex/Kinkos is a good site), and apply right away. Cost is \$135 new, \$110 renewal, and it's valid for 10 years.)

- *Legal Name – Your name, exactly as it appears on your Valid U.S. Passport. (For this trip, your Legal Name and Photo I.D. Name are the same: Your Passport Name.)
- *Date of Birth (Day Month Year)
- *Gender
- *Passport Number

Please note, many countries require that your passport be valid for up to 6 months following your visit, in case your stay is extended by accident or hospitalization. So, your passport's expiration date should be no earlier than September, 2012. For everyone who is traveling on a Foreign Passport, OR If you have any questions, please contact Rick Campbell in the MTC Office.

Please complete this information request before January 20, 2012. If you do not have, or won't have your U.S. Passport by that time, please send an e-mail to ricampbell@music-travel.com stating your name, the student's name, a contact phone number and when you expect to receive the passport.

Thank you very much for your help!

Best regards, Rick