



## **Instructions:**

The following documentation needs to be submitted to the International Programs Office (Liberal Arts Building, Room 016) for approval of international travel supported by the University:

1. a coversheet which includes full name, student ID number, passport country and number, visa information, and emergency contact information. The same coversheet should contain a description of the program/activity/conference the student will be attending or participating in, the travel schedule (itinerary), and at least one 24/7 contact telephone number in the destination country.
2. a copy of passport
3. a completed "Project Abroad" form
4. a completed "Assumption of Risk and Release" form
5. a "Travel Warning Country Release" form

Here is an example of completed cover sheet:



## International Student Travel Documentation

### Cover Sheet –

Name: [Joe Schmoo](#)

Student ID # [01234567](#)

Passport Country: [United States](#)

Passport Number: [10987654321](#)

Visa Information: [If a travel visa is required, name of issuing country: France](#) (or could be not applicable dependent upon individual circumstances – consult with the Office of International Programs for information as necessary)

Emergency Contact in US: [Julie Schmoo – 508-999-8000](#)

Attendance and presentation at the [World of Animal Kingdom in Paris, France](#) (name of conference and conference site)

Departing on [Monday, February 1, 2016 - Logan International Airport, Boston, MA connecting through New York, NY to Charles de Gaulle Airport, Paris, France](#)

Returningpm : [Saturday, February 13, 2016 – Charles de Gaulle Airport, Paris, France connecting through New York, NY to Logan International Airport, Boston, MA](#)

[Travel itinerary with airline and flight details attached.](#)

Contact in destination country: [Jane Doe – conference coordinator – 011-33-2468](#)

Accommodations: [Viva La France Hotel  
285 Rue de Old Wesport  
Paris](#)