

## **Application for International Travel involving Notre Dame Undergraduate Students**

Do not submit handwritten form. Please type the complete information onto the form. Please submit via hard copy to the Office of International Studies. NB: For entries longer than the space provided in the form, please attach a separate page, numbered accordingly, with your complete information. Successful completion of ALL fields is required.

1. Applicant: (name, local address, student ID#, e-mail, phone number)

2. Contact information (contact name and phone number) of the Notre Dame Department, Institute, or Center which is organizing or funding the trip:

3. Destination:

4. Dates of Trip:

5. Purpose of Trip:

6. Name, address, telephone number, and description of all location(s) where you will stay during the trip:

7. Will you earn academic credit while you travel overseas?

Yes

No

If yes, how many credits?

8. Mode of travel to and from U.S.:

9. Describe all modes of travel within the country or countries visited during the trip:

10. Describe any special safety or security measures to be taken in connection with the proposed trip:

11. Summarize your prior travel to the country or countries you will be visiting on the trip.

12. Describe the orientation programs, if any, for the proposed trip (please attach written orientation materials and schedule).

13. List the names, addresses, and telephone numbers where you can be reached throughout the trip. This information must include complete street address, phone and e-mail information. The university is requesting this information so that we will have it to rely upon in case of an emergency.

14. List emergency contact information in the United States for you during the trip. Please include name, addresses, and telephone numbers.

15. After studying the information on safety in the US State Department "Consular Information Sheet" for the countries to which you will be traveling ([HTTP://STATE.GOV/TRAVEL/](http://state.gov/travel/)) summarize below the advice to travelers and the measures you plan to take to prepare for safe travel. It is the student's responsibility to remain informed of the latest consular information for the countries to be visited. If a Travel Warning should be issued for one or more of the proposed countries of travel, before or after the application is approved, it is the applicant's responsibility to inform the Office of International Studies and to make alternative travel plans if necessary.

16. Describe your level of competence in the local language of the country/countries where you plan to travel.

17. Will the proposed trip include any field trips, side trips, or other activities?

Yes

No

If yes, please describe in detail:

18. After studying the information on health in the US State Department "Consular Information Sheet" for the countries to which you will be travelling ([HTTP://STATE.GOV/TRAVEL/](http://state.gov/travel/)), summarize below the information on health and the measures you plan to take to remain healthy while travelling.

**Please submit this application form at least 30 days prior to your planned date of departure to the institute, center, department or funding agency on campus. They will in turn submit materials to Julia Douthwaite, Assistant Provost for the Office of International Studies 154 Hurley Building, Notre Dame, IN 46556.**

**Liability waivers using a form approved by the University's Office of General Counsel must be obtained before the proposed trip.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER TO PRINT, SIGN, AND SEND THIS FORM TO THE APPROPRIATE OFFICES - UNSIGNED ELECTRONIC COPIES ARE NOT ACCEPTABLE.**