

Faculty Application for International Travel Involving Notre Dame Students.

Do not submit handwritten form. Please type the complete information onto the form. Please submit via hard copy (two copies, one for the Office of General Counsel, one for the Office of International Studies). NB: If your entry is too long for the space provided, please attach a separate page, numbered accordingly.

1. Responsible Faculty member(s) and all others who will accompany Notre Dame Students on the proposed trip:

2. Dates of Trip:

3. Destination and Purpose of Trip:

4. Eligible participants (e.g. all Notre Dame undergraduates), students in a particular course:

5. Is the trip an academic requirement of a course or program at Notre Dame; or, is participation in the trip optional to Notre Dame Students.

Required?

Optional?

6. Name, address, telephone number, and description of all location(s) where Notre Dame Students and faculty will stay during the trip.

7. Mode of travel to and from U.S.

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

9. Will liability waivers using a form approved by the University's Office of General Counsel be obtained from every participant before the proposed trip?

Yes No

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

11. Summarize responsible faculty member's prior travel to the country or countries participants will be visiting on the trip.

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

13. List the names, addresses, and telephone numbers where each responsible faculty member can be reached throughout the trip.

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14. List emergency contact information in the United States for each responsible faculty member during the trip.

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15. List of emergency contact information in the United States and while traveling for each student traveling with faculty (please attach separate sheet if necessary).

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16 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 faculty member'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 faculty member's responsibility to inform the Office of the General Counsel and the Office of International Studies, and to make alternative travel plans if necessary.

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

18. Will the proposed trip include any field trips, side trips or inherently dangerous activities?

Yes

No

If yes, please describe in detail:

19. Will a responsible Notre Dame faculty member be with the student participants at all times during the trip?

Yes

No

If not, please explain below.

20. 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.

