

CHECKLIST FOR PLANNING A TRIP ABROAD
California State University Channel Islands

In order to insure that all paperwork has been properly completed and forwarded to the appropriate parties, please verify that you have complied with each of the following requirements. Forward a copy of the checklist to the Director of the Center for International Affairs.

- _____ 1) The director of the tour must obtain approval from the Director of Center for International Affairs , Vice-President of Academic, and President. This approval is necessary to insure that the director is provided with current procedures.
- _____ 2) The director must leave with the Center for International Affairs an itinerary for the trip. The itinerary should include names of all hotels and phone numbers where the director and travelers can be reached at any time. Each traveler should also provide this information to three family members or friends.
- _____ 3) If the director is teaching a course as part of the tour, the director must develop a course syllabus and have it approved by the division chair who oversees the course area.
- _____ 4) The director and each traveler must sign appropriate *University Activity Agreement, Medical Disclosure and Assumption of Risk and Air Travel Notification Form* releasing the college from liability and giving the college authority to release personal FERPA information. (File originals with Center for International Affairs)
- _____ 5) Each student must have written proof of an insurance plan that will provide a minimum of \$5,000 medical expense coverage and emergency evacuation and repatriation coverage. (File a copy with Center for International Affairs)
- _____ 6) Each student must submit a copy of their passport to the tour director. (File a copy with Center for International Affairs)
- _____ 7) Each student must provide in writing the names, addresses, and phone numbers of three family members or friends who can be contacted in case of emergency. (Medical Disclosure Form) Copies of this information will be retained by the director of the tour and by the Director of the Center for International Affairs.
- _____ 8) The director of the tour must check the International Travel Warnings, which are posted at the State Department of United States Government's Web site (www.travel.state.gov) and verify that the country scheduled to be visited is not on the State Department's Travel Warning List.

 Type of Activity

 Dates of Travel

 Signature of Director

 Date