



**INTERNATIONAL PROGRAMS**

**Short Term Travel / Study Abroad Leader's Checklist**

All of the following materials must be delivered to the international programs office (IP) **no later** than the Monday of Thanksgiving break.

**If the paperwork is not completed by this deadline, the VPAA will be forced to cancel the class.**

If you have any questions, please contact us at 362-6089

List of program participants	Including names and Hollins ID numbers
Detailed Travel Itinerary	Information on flights, accommodations (including contact info), and a schedule for the entire time you are abroad
Contact Information	Including cell phone numbers for all trip leaders and other emergency contacts

**Plus** each participant's:

Health Report and Release	You keep the original. IP receives electronic copy
Behavior Contract / Liability Release & Waiver	IP receives the original. You keep an electronic copy on file.
Photocopy of Passport ID Page	Both you and IP keep electronic copies
International Student Identity Card Application (if applicable)	You will complete and return ISIC spreadsheet provided by IP.
Cultural Insurance Services International	You will complete and return CISI spreadsheet provided by IP.
One Passport-Style Headshot	This photo must: <ul style="list-style-type: none"> <li>• Be sent digitally to International Programs</li> <li>• Contain the student's name in the file name</li> <li>• Be passport quality, and taken against a white background</li> </ul>

**Before making copies** or forwarding any student materials to IP, please verify that no required information is missing. **Return any incomplete forms to the student.**

**Please transmit the digital copies of the required forms to IP for all participants in a single email, if possible. Physical copies of the Behavior Contract should be delivered to IP.** Each student's digital file should include the **Health Report and Release, Passport ID page and passport-quality photo.**