



INTERNATIONAL PROGRAMS

Short-Term Travel/Study Abroad Participant Checklist

Please complete and return the following forms/documents

to _____ by _____.

Complete **all** information on each form. Incomplete forms will be returned to you. **If your complete set of forms, documents, and photos has not been submitted by the date noted above, your name will automatically be removed from the participant list.** Any nonrefundable program deposits and other payments you have made will be forfeited and any funds that have been spent on your behalf that cannot be retrieved and are not covered by payments you have already made will be charged to your Hollins account.

- Behavior Contract/Liability Release & Waiver (one form)
- Health Report and Release
- Health Information Release
- Photocopy of the identification and signature page of your passport
- Cultural Insurance Services International Application (CISI) *
- International Student Identity Card Application (ISIC) **

Your faculty leader will carry some of these documents on the trip. Others must be filed in the Office of International Programs for emergency and insurance purposes.

* Hollins University requires all study abroad students (semester and short-term) to enroll in our group policy with CISI. The cost of \$35 per month, per student. This fee will be charged to your student account unless it has been included in the trip budget.

** You must have an International Student Identity Card to fulfill additional Hollins University insurance requirements. The card also provides discounts overseas and in the U.S. (see www.myisic.com for details). The \$25 fee for the ISIC will be charged to your Hollins account unless it has been included in the trip budget.