



INTERNATIONAL PROGRAMS

Short-Term Travel/Study Abroad Leader's Checklist

All of the following materials must be delivered to the Office of International Programs (OIP) **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 362-6307.

	A list of program participants	including name and Hollins ID number
	A detailed itinerary for your trip	information on flights, accommodations (including contact information), and a schedule for the entire time you are abroad
	Contact information	including cell phone numbers for you and other emergency contacts

plus each participant's:

	Health Report and Release	you keep original, OIP gets photocopy
	Behavior Contract / Liability Release & Waiver	OIP gets original; you keep photocopy
	Photocopy of the identification page of the student's passport	both you and OIP get photocopies
	International Student Identity Card Application	OIP gets original; no need for any copies
	One passport-quality photo for the International Student Identity Card	The photo <ul style="list-style-type: none">• must have the student's name on the back• must be passport-quality. Size is indicated on participant's checklist.

Before making copies and forwarding any student materials to OIP, verify that no required information is missing. Return any incomplete forms to students. Please provide OIP with all completed forms for all participants at one time and compile as follows:

	One folder containing all ISIC applications	Paperclip each photo to the corresponding application
	One folder containing each student's completed Health Report and Release, Behavior Contract, and passport ID page photocopy	Staple each student's forms together with the Health Report on top

If you wish to be made aware of significant physical or psychological conditions any of your participants may have, **forward to Kim Wilson** in Health and Counseling Services the **original** of the

	Health Information Release	no copies needed
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