



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
- Photocopy of the identification page of your passport
- Health Insurance with Cultural Insurance Services International Application (CISI) * / International Student Identity Card (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.

* You must be enrolled in a supplemental health insurance program for your time abroad. The International Programs office will enroll you in a CISI policy.

** You must have an International Student Identity Card to fulfill Hollins University insurance requirements if your short term program or course is taking place in Africa or Asia. 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 if applicable.