

Hampton University International Office  
Phenix Hall Room 103  
Hampton, VA 23668  
757-728-6914  
FAX 757-637-2572  
[InternationalOffice@hamptonu.edu](mailto:InternationalOffice@hamptonu.edu)

**“All international faculty led travel involving Hampton University students must be registered with the Hampton University International Office.”**

**Faculty Member(s):** \_\_\_\_\_

**Department:** \_\_\_\_\_ **HU, Sponsoring Institution or Agency:** \_\_\_\_\_

**Campus Ext:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_

**Check:**  Fall Semester: \_\_\_\_\_  Spring Semester: \_\_\_\_\_  Summer Semester: \_\_\_\_\_

Winter Semester: \_\_\_\_\_  Spring Break: \_\_\_\_\_

**Credit Award:** \_\_\_\_\_ **Non Credit:** \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
Date: \_\_\_\_\_  
**Signature of Department Chair or Program Director**

**Brief Summary of Activity:**

**Check List:**

- Itinerary
- Copy of Orientation Agenda
- Names of Students and Contact Information (Exp. Below)
- Responsibility and Assumption of Risk Regarding Study Abroad Programs
- Group Leaders Contact Information
- Verification of Health Coverage (Ask Student Accounts)
- Verification of Medical Clearance (Ask Infirmary)

**Must be submitted 15 days before travel**

**Student Contact Information**

Name	Email	Phone #	Student I.D.
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**Emergency Contact Information**

Name	EC- Email	EC- Phone #	Relationship
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**Office Use Only:**

File Complete Date: \_\_\_\_\_ Study Abroad Director Signature: \_\_\_\_\_