

Hampton University International Office
Armstrong-Slater Building, 1st Floor
200 William R. Harvey Way, Hampton, VA 23668
PHONE: 757-728-6914; FAX 757-637-2572
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: _____ **Noncredit:** _____

Date: _____
Student signature

Date: _____
**Signature of Faculty Department Chair or IO
Outbound Programming Specialist**

Brief summary of activity:

Check List:

- Itinerary
- Copy of orientation agenda
- Names of students and contact information (example below)
- Responsibility and Assumption of Risk Regarding Study Abroad Programs
- Student Agreement on Registration for Study Abroad
- 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.
------	-------	---------	--------------

Emergency contact information

Name	EC- Email	EC- Phone #	Relationship
------	-----------	-------------	--------------

Office Use Only:

File Complete Date: _____ Study Abroad Programming Spec. Signature: _____