



University of Illinois at Urbana-Champaign

INTERNATIONAL TRAVEL BY A STUDENT GROUP REPORTING FORM

If you have questions about this form; want to provide additional information about the proposed international activity please contact Kathy Elston – kelston@illinois.edu.

Note: It is the group leader’s responsibility to notify the Illinois International Office of International Safety and Security in writing if this program is cancelled or if any participants are going to be added or withdrawn from the group. Notice must be received prior to the group’s departure date. Failure to do so will result in fees being charged to the group leader’s account.

SORF: For student groups applying for SORF, Illinois International Office of International Safety and Security must receive this form on or before the SORF international travel deadline in order to be considered for SORF funding. Upon turning the form in to Suite 401, after the front office staff member has date stamped the form, ask them for a copy of the front page with the date stamp. Submit the copy with your application to SORF as it will satisfy their registration requirement with our office.

RETURN FORM: At least two months prior to your group’s departure date to the Illinois International Office of International Safety and Security at 507 E. Green Street, Suite 401, Champaign IL, Phone: (217) 333-6104

PROGRAM SPONSORSHIP	
<i>Name of student group</i>	
<i>Dates of program</i>	
<i>City/Cities</i>	
<i>Country/Countries</i>	
<i>Group leader name</i> <i>Email</i> <i>Group leader’s US cell number AND cell number leader can be reached at while abroad</i>	
<i>Host institution(s) or Organization(s) abroad and their contact information including name and cell number</i>	
<i>Faculty advisor (if any) name and contact information</i>	
<i>If this program or tour is co-sponsored with another U.S. institution(s), give name(s) and contact(s) for institution(s) and liaison(s)</i>	
PARTICIPANTS	
<i>Number of group leaders</i>	
<i>Number of student participants</i>	
<i>Number of accompanying faculty/staff</i> <i>*Faculty/staff traveling abroad must complete a separate “faculty/staff activity abroad form” to register and pay for international insurance.</i> <i>Faculty name and email</i>	

<i>Faculty birth date (required for international health registration purposes)</i>									
ATTACH LIST OF PARTICIPANTS & STAFF and their respective netIDs. <i>The list should include group leader(s), student participants, and any faculty/staff traveling with the group.</i>									
PROGRAM DETAILS & FACILITIES									
ACCOMMODATIONS: <i>Provide addresses and contact information</i>									
<i>How were these accommodations selected? Recommended by local institution, past participants, etc?</i>									
MEALS: <i>How and where will meals be provided?</i>									
LOCAL TRANSPORTATION: <i>How will students commute on a daily basis? What is the method of transport between cities?</i>									
INTERNATIONAL TRAVEL: <i>How will participants reach the program destination and return back to the US?</i>									
<i>What travel agency is being used, if any?</i>									
ATTACH FLIGHT ITINERARY									
ATTACH PROGRAM ITINERARY: <i>Please describe day-to-day plans and any planned excursions. Include method of transportation, accompanying responsible person and provisions for accommodations.</i>									
HEALTH & SAFETY									
<p>INSURANCE: Note that all participating students and faculty traveling abroad must be covered by the University of Illinois International Insurance. An administrative fee of \$25 is charged to students for this coverage (\$50 if program length > 75 days). There is no administrative fee for faculty or staff. The cost for International Insurance is as follows:</p> <table border="1"> <thead> <tr> <th>Program Length</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>0- 15 days</td> <td>\$23.00</td> </tr> <tr> <td>16-45 days</td> <td>\$31.00</td> </tr> <tr> <td>46-75 days</td> <td>\$74.00</td> </tr> </tbody> </table>		Program Length	Cost	0- 15 days	\$23.00	16-45 days	\$31.00	46-75 days	\$74.00
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All participants should also register themselves with the State Department while abroad.									
<p>If Billing questions are left unanswered, student accounts will automatically be billed for both admin and insurance fees.</p> <p>BILLING: <i>Will student accounts be billed for admin and insurance fees?</i></p> <p><i>If a department on campus is paying for the insurance fees, please provide the dept's name and their fopal number.</i></p> <p><i>If a department on campus is paying for the</i></p>									

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RECORDS: <i>Have participants been informed that they must turn in a Signature Verification Form (downloadable from their electronic file) and a copy of their passport to the Study Abroad Office?</i>	
WAIVERS: <i>Have participants been informed that they must log in to the SAO website (www.studyabroad.illinois.edu) to sign all necessary waivers and provide emergency contact information as well as travel dates?</i>	
ORIENTATION: <i>Have group leaders been informed that they will need to attend a MANDATORY group leader orientation conducted by the Study Abroad Office?</i> <i>Have student participants been informed they will need to attend a MANDATORY Health and Safety Orientation conducted by the Study Abroad Office?</i>	
<i>Will there be an on-site orientation about health and safety issues?</i>	
MEDICAL SERVICES: <i>Are medical services available at program site? What provisions can be made for emergency health situations?</i>	
HEALTH & SAFETY RISKS: <i>What notable health or safety risks (e.g., infectious diseases, political instability, volcanoes, etc.) exist at the program location?</i>	
<i>What medications or immunizations are required? What would they cost participants?</i>	
GROUP EMERGENCY PLANNING	
<i>In the event of an emergency, whom should the Study Abroad Office contact abroad? If not already listed, please include this person's international cell number.</i>	
<i>Where are the group meeting locations in the event of a local emergency and how will participants know to go there?</i>	
<i>Who are the people arranging for evacuation if needed - local helpers, faculty, embassy, Illinois study abroad personnel, someone else?</i>	
EMBASSY REGISTRATION: <i>All participants should be registered with the State Department while abroad. See https://travelregistration.state.gov/ibrs/</i>	
<i>Are participants registering themselves with local embassy or consulates? Or will the group be registered by group leaders?</i>	

<i>Location and address of nearest U.S. Consulate and Embassy.</i>	
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Name of Group Leader

Signature of Group Leader

Date

Signature of Faculty Advisor (if applicable)

Date

Signature of Study Abroad Office Director

Date

PLEASE ATTACH THE FOLLOWING:

- List of participants (including each student's full name, birthdate, and NetID)
- Flight itinerary
- Program itinerary