

University Activity Abroad
Approval Request Form (v.0908)

Faculty/Staff Name _____ Ext. _____

Department _____ E-mail _____

Course No./Title _____ Term _____

Destination(s) _____

Travel dates _____

Number of students anticipated _____ Name of Co-Leader (if more than 15 students) _____

Please attach to this Approval Request Form Cover Sheet the following information/materials:

1. Course syllabus or description of activity abroad (if a non-credit activity).
2. Travel plans and detailed itinerary, including mode of transportation (e.g., air, bus, train, other; as well as public, for-hire, local partner vehicle . . .) and time of day for each travel segment. The more information provided the better.
3. Requirements sheet (Page 2), read in full and signed by each Leader(s)/Co-Leader(s) of the activity abroad.
4. Info sheet (Page 3) providing experience of each Leader(s)/Co-Leader(s) and/or local support arranged in regards to proposed destination.
5. Check if the planned Co-Leader is not a UNF employee. Attach justification sheet (Page 4), with signed approval of the Department Chair.
6. Check if the Leader(s)/Co-Leader(s) wishes to bring an immediate family member. Attach justification sheet (Page 4), with signed approval of the Department Chair. NB: Minor children of the Faculty Leader must have an adult caretaker other than the Faculty Leader, the Co-Leader(s), or students.
7. Check if any Special Guests (i.e., anyone who is not a registered student, an official Co-Leader, or an immediate family member of the Faculty Leader) will be participating. Attach justification sheet (Page 4), with signed approval of the Department Chair.

By my signature below, I recommend this Activity Abroad for UNF approval.

Department Chair Date

College Dean Date

ACADEMIC APPROVAL:

VP for Academic Affairs Date

Chair, AARR Committee Date
Director, International Center

HEALTH / SAFETY APPROVAL:

VP for Student and Intl Affairs Date

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REQUIREMENTS TO LEAD AN ACTIVITY ABROAD

- I will check the U.S. Department of State website to verify that the country(ies) involved in my prospective activity are not on the Travel Warning list. I know that no study abroad or other activity abroad involving students will be approved to a country with a U.S. Department of State Travel Warning.
- I will advertise, promote, and recruit for my activity abroad only after my activity approval request has been approved by both the VP for Academic Affairs and the VP for Student and International Affairs.
- I will attend a “Faculty Workshop on Safety Abroad” presented by the International Center.
- I will visit the U.S. Centers for Disease Control (CDC) website to determine any immunizations needed or other health concerns regarding my destination country(ies) and will contact the UNF Travel Clinic at my earliest opportunity if their services are desired.
- I will determine any entry/exit requirements, such as visas, of my destination country(ies).
- All participants, except for official leaders, immediate family members of the Faculty Leader(s), or Special Guests, must be UNF students and registered for the associated UNF course.
- I will submit to the International Center a complete and final list of recruited students, along with any waitlist, by the date requested (tentatively December 5, 2008).
- I will include in my travel budget overseas emergency assistance and medical coverage for each student. I will use HTH Worldwide or another provider approved by the Office of Environmental Health and Safety.
- I will ensure that all students complete and submit a “Faculty-Led Study Abroad Information Packet” along with three copies of their passport photo pages to the International Center.
- If any student signed up for my study abroad course does not register for the identified course, pay UNF tuition and fees by the required deadlines, or pay non-tuition course costs by the established payment schedule, I will withdraw the student from the study abroad activity.
- If any student participating in my overseas activity does not attend a safety session, I will drop the student from the course and exclude them from any travel with the course participants.
- I will attend a student safety session so that I am aware of the information students are given on health and safety abroad.
- I will submit an Emergency Evacuation Plan to the International Center prior to departure overseas.
- While overseas, I will have communication capability via cell/satellite phone 24/7 and will have this phone with me at all times. I will provide the International Center with this phone number prior to departure.
- Upon return, I will provide the International Center with an Incident Report (required even if no incidents).

By my signature below, I hereby declare that (1) I understand the requirements listed above, and (2) I request approval of this proposed Activity Abroad.

Leader(s)/Co-Leader(s) Signature(s)

Date

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To verify that the Leader(s)/Co-Leader(s) of this proposed activity is familiar with the destination and/or institutions to be visited in this activity, please describe the experience of the activity leader(s) in regards to the specific location(s) to be visited. For example, has the Leader lived, worked, or traveled in this location in the past (and if so, please describe)? Does the Leader speak the language of the location? Has the Leader arranged for the services of a local academic or professional organization during the activity? Provide information on all Leader(s)/Co-leader(s) involved in the activity. Please use an additional sheet of paper if necessary.

Faculty Signature

Date

Reviewed by:

Department Chair

Date

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Attachment for:

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Please check the box next to the applicable situation.

- Any non-UNF personnel acting in an official, co-leader capacity must be justified by the Faculty Leader and approved by the Department Chair.
 - Participation by immediate family members of the Faculty Leader must be justified by the Faculty Leader and approved by the Department Chair. NB: Minor children of the Faculty Leader must have an adult caretaker other than the Faculty Leader, the co-leader(s), or students.
 - Participation by Special Guests (i.e., anyone who is not a registered student, an official co-leader, or an immediate family member of the Faculty Leader) must be justified by the Faculty Leader and approved by the Department Chair.
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Justification (attach additional pages if necessary):

Faculty Signature

Date

By my signature, I approve the participation of the person(s) identified above for this UNF Activity Abroad.

Department Chair

Date