



International Center
Division of Student Affairs

Dear Study Abroad Faculty-Leader:

UNF is mandated to comply with the Jeanne Clery Act, which is a Federal campus crime reporting law. In certain instances, the Clery Act applies to off-campus locations, such as traveling abroad with students.

We need your help in reporting the following information and ask your cooperation by contacting your hotel, lodging facility, or partner institution and ask for the contact information for the police or law enforcement agency that will service their site in case of an emergency.

Please complete the form on the following page for all lodging and classroom locations used during your activity abroad. A police station address is required for each lodging/classroom location.

Thank you for your help and if you have any questions, please feel free to contact Ann Hartunian in the International Center.

Thank you and safe travels.

Clery Report Form – International Travel Locations

Instructions: List all lodging & classroom locations used during your activity abroad. A police station address is required for each lodging/classroom location. If you used fewer than 4 locations, check "N/A" in additional location fields. If you used more than 4 locations, please continue on a second page titled "Program Name Page 2." Fields must be typed, handwritten forms will not be accepted. Return the completed form, either prior to departure or as soon as possible upon return, to International Center Study Abroad Coordinator, Ann Hartunian, at ann.hartunian@unf.edu, by clicking the SUBMIT button at the bottom of the document.

Program Name:

Faculty Leader Name:

Location 1	Name Street Address City Country Dates of Use: From To	Police Station Name Street Address City
<p>Please check one:</p> <p>The University entered into a written agreement directly with this location for use.</p> <p>The University did not enter into a written agreement directly with this location for use. (e.g. the agreement was with a travel agency)</p> <p>I do not know. Please follow up with _____ who made the booking/payment for this location.</p>		
Location 2	Name Street Address City Country Dates of Use: From To	Police Station Name Street Address City
<p>Please check one:</p> <p>The University entered into a written agreement directly with this location for use.</p> <p>The University did not enter into a written agreement directly with this location for use. (e.g. the agreement was with a travel agency)</p> <p>I do not know. Please follow up with _____ who made the booking/payment for this location.</p>		
Location 3	Name Street Address City Country Dates of Use: From To	Police Station Name Street Address City
<p>Please check one:</p> <p>The University entered into a written agreement directly with this location for use.</p> <p>The University did not enter into a written agreement directly with this location for use. (e.g. the agreement was with a travel agency)</p> <p>I do not know. Please follow up with _____ who made the booking/payment for this location.</p>		
Location 4	Name Street Address City Country Dates of Use: From To	Police Station Name Street Address City
<p>Please check one:</p> <p>The University entered into a written agreement directly with this location for use.</p> <p>The University did not enter into a written agreement directly with this location for use. (e.g. the agreement was with a travel agency)</p> <p>I do not know. Please follow up with _____ who made the booking/payment for this location.</p>		

SUBMIT