University of the District of Columbia (UDC)
GROUP International Travel Information Form
For Faculty/Staff Groups Leaders

This Form is Required when:

☐ You are leading a group of UDC students on an international trip for academic credit. If you are leading a group of UDC students on an international trip NOT for academic credit, use the GROUP form NOT for academic credit. If you are leading a group of UDC faculty/staff, use the GROUP form for faculty/staff participants.

Purpose of the International Travel Information Form:

UDC requires all groups (study abroad, research, etc.) traveling on UDC funds (including grants, scholarships, etc) to complete this form before funds will be disbursed. The purpose of this form is to provide trip itineraries and contact information for all faculty, staff and students who are traveling outside of the United States at all times. Once the signatures have been obtained, submit this completed form to the Director of the Office of International Programs & Exchange (OIPE), Building 39, Room 301 H.

Note: If there is more than one group leader, each group leader should complete this form.
I understand that I must provide all necessary information to the OIPE before any funds for international travel will be disbursed by UDC. This form must be reviewed and signed by all of the individuals listed below before any international travel is commenced. I understand that for reasons of security/safety, UDC may deny funds for travel outside the United States at any point prior to departure. However, I understand and acknowledge that the provision of funds for international travel does not imply that UDC accepts responsibility for any risks associated with the travel. In addition, I understand that I am required to attend a security briefing prior to departure. I understand that I must submit the following forms to the OIPE and perform the following tasks before departure.

1. Group Leader must submit to OIPE:
   ☐ List of group participants
   ☐ Faculty/Staff Director Guidelines Form (completed and signed by Faculty/Staff Director)
   ☐ Assumption of Risk & Release for Faculty/Staff
   ☐ Notification of any changes in participants
   ☐ Copy of program itinerary with contact information

2. Group Leaders must present proof of the Mandatory International Travel Insurance. There are premium options, which are valid one year from purchase. Select one of the following:
   ☐ I have -----------------, or I have purchased it in the last year on ___________________________

3. Group Leader must verify that each participant has completed the following. Undergraduate programs will be processed through OIPE. Graduate programs must submit paper copies cleared by the office of the Dean of Graduate studies.
   ☐ Student Assumption of Risk and Release Form
- Health Questionnaire (downloaded and turned in to OIPE)
- All other required documents obtained from OIPE

Primary Group Leader submits all completed forms to OIPE

1. Signature of Group leader: _________________________________________ Date: _______________
2. Signature of Dept. Head/Unit Head/Dean: ___________________________ Date: _______________

All signatures above must be obtained & all forms must be complete before OIPE can sign for final approval.

3. Signature of Director of OIPE: _______________________________ Date: _______________

Group Leader Information

Name (first, middle, last): ____________________________________________________________