

## **Check list for group travel:**

UofL required paperwork:

These are official, legal forms that have been vetted by UofL's legal department and please do not alter these forms. Forms submitted electronically must be submitted as a .pdf or .docx

It is the responsibility of the department hosting the trip to send us electronically a completed coversheet found: <http://louisville.edu/studyabroad/resources/group-trips> . Please be sure to complete the top of the form indicating whether the trip is for academic credit or not; who the group leader is, and their contact information while abroad.

When sending group trip information to the International Center please place student documents in the following order and ensure all items below have been addressed:

### **Demographic forms:**

1. Place in front of student packet
2. Ensure all information is complete
3. Ensure that the ID number is complete and is the student's UofL ID# (7 digits)
4. Two emergency contacts are required: NOTE: emergency contact cannot be someone traveling with the group
5. Make sure copies are legible

### **Release and Assumption of Risk form:**

1. Ensure all blanks are filled in and the correct box is checked on first line, indicating role of traveler
2. Ensure the date is in the following format: mm/dd/yyyy
3. Place name should be city, country unless there are more than three, then list country only
4. Ensure witness signature is on proper line and is an original signature
5. Ensure signature of participant is original signature, if in doubt compare to signature on passport
6. Nothing should be on signature of parent line unless traveler is under 18 years of age.

### **Student Conduct**

1. Students must initial by hand in each box, typed initials are not acceptable
2. Ensure all areas below conduct information are completed
3. Check to make sure student has signed document at the bottom of page 2

### **Student Itinerary**

If students are traveling on their own, please ensure all legs of the trips are included. For example, if they are flying from Chicago, and do not live in Chicago, please include information on how they are getting to Chicago.

Additionally, if they are flying back from a different city than where the program ends, include information on that leg as well. For example, if the trip ends in Tokyo, but the student is flying back from Hanoi, please send information on how the student will travel from Tokyo to Hanoi.

If students are traveling by train we only need a statement to that effect.

**Passports (place behind itinerary):**

1. Is the passport signed?
2. Is there six (6) month validity beyond the return date of the trip?
3. Does the copy have both the picture page and the signature page as one piece?
4. Is the photo clear (can we see details of the person's face)?
5. Are both lines of numbers at the bottom of the page visible?
6. Is the image legible in all areas?
7. If the student is an international student, have they checked with the ISSS office to ensure all is in order to return to US?
8. If the student is an international student, have they checked with the destination countries to ensure they meet all entry requirements?