



Outbound Travel Study Checklist

April 14, 2009



Phase 1 – Applying to go:

_____ Before applying, **non-US citizens** should check with ISS (MUC 2053) and the appropriate consulate to see if they need a visa to participate in the program. Anyone requiring a visa should become familiar with the process and make sure that it will be possible to receive a visa prior to the departure date. It is the student's responsibility to apply for and secure a visa, if necessary. **(US citizens can skip this step.)**

_____ Application for travel study submitted to Faculty Trip Leader, along with faculty reference, 250-word essay, and deposit - which becomes non-refundable upon acceptance.

_____ Selected students are registered for travel study program by Faculty Trip Leader.

_____ Selected students who do not hold a current passport should apply for a passport at least 3 1/2 months before the trip. Information on applying for a passport can be found here: <http://www.siue.edu/business/international/links.shtml>

Phase 2 – Pre-trip class meetings:

Students selected to participate in travel study courses must attend all pre-trip class meetings. The Faculty Trip Leader will notify selected participants of the date, time, and location of pre-trip class sessions. Be sure to mark your schedule and attend!

Be sure you turn in the following during pre-trip class meetings:

_____ Participation agreement (signed).

_____ Photo waiver (signed).

_____ Medical information sheet (signed).

_____ Check for final deposit.

_____ Copy of ISIC.

_____ Copy of passport.

Be sure you receive the following during pre-trip class meetings:

_____ Information about getting an ISIC card.

_____ Health/safety regulations.

Phase 3 - AFTER YOU RETURN:

_____ Student has completed all course requirements.

_____ Trip leader has received travel study course evaluation from student and turned in grades.

_____ Student confirms that course grade appears on CougarNet.

