

## Whitman College

### Unaccompanied Student International Trip Approval Form

Submit this form with the required documentation (see instructions below) to the Off-Campus Studies Office at least 3 months prior to departure. All sections of this form must be completed for the proposal to be reviewed for approval. **Trip deposits and air tickets should not be purchased until the trip has been approved.**

Trip Destination and Purpose:	Start Date and End Date of Trip:
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Name(s) of Trip Leaders:	Whitman Sponsor: (department/office funding or organizing this trip)  Has funding been approved yet? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not requesting funds
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Number of Student Participants: \_\_\_\_\_

Number of non-student participants (alums, others): \_\_\_\_\_

Is this trip for credit?  Yes    No   If yes, how many credits will be awarded? \_\_\_\_\_ (# of credits)  
 Please attach to this form the written approval for credits from the relevant department.

Is this an athletic trip?  Yes    No   If yes, attach written approval for this trip from the Department of Athletics.

**All proposals must include the following:**

1. *Dean of Students Form* listing all student participants.
2. Detailed trip itinerary including places to be visited and description of planned activities.
3. Housing information listing name of each hotel/guesthouse, address and telephone numbers along with relevant dates.
4. Description of transportation you plan to use in your host country(ies), such as taxis, rental car, hired van with driver, etc.
5. List the trip leader's cell/satellite phone numbers or your intentions for obtaining cell/satellite phones to use abroad. Please note that Whitman requires trip leaders to have a phone with international capabilities with them.

Hosting organization(s): List any organizations or universities in the destination that will be hosting you and describe the support you anticipate from them.

Describe the qualifications of the student participants, including any relevant travel.

Describe generally known risks of the destination. (You should include your own knowledge of the risks in the destination as well as risks described in official channels, such as the Department of State Travel or Center for Disease Control information.)

**Checklist of Required Forms – Official Use:**

- Dean of Students Clearance Form       Unaccompanied Student International Trip Travel Release  
 Proof of Insurance       ISIC Card Application       Emergency Contact Sheet

