



SFCRG International Travel Pre-Approval 2019-2020

PART A: Pre-Approval Information. To be completed as part of the Student-Faculty Collaborative Research Grant application for those proposing international travel. Please submit to the Director of Global Engagement a **minimum of one week before the application deadline**. If more than one student is involved, each student must submit a Pre-Approval form.

Student Name:	
Email address:	
Phone:	
Faculty Collaborator:	
Project Title:	
Dates (tentative):	
Destination(s) Information	Include your draft itinerary—what days will you be in which places (city, country).
<p>Review the U.S. Department of State’s Country Information and Travel Advisory for your destination(s) and indicate the current Travel Advisory Level for your host country/countries <u>including any special notes about specific sites within the country that may be listed at a different level than the overall advisory level</u>: https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html Destination(s):</p> <p>Travel Advisory Level for each destination: <i>List both the number and the description (i.e. “Level 1: Exercise normal precautions”)</i></p>	
<p>NOTE: NWU travel to destinations listed as “Level 4: Do Not Travel” by the U.S. Department of State is strictly prohibited by NWU policy. NWU travel to destinations listed as “Level 3: Reconsider Travel” is prohibited. However, NWU travelers may submit written requests for permission from the NWU International Education Committee (IEC) for destinations at “Level 3: Reconsider Travel.”</p> <p>For any proposals to destinations listed as “Level 3: Reconsider Travel,” the proposal must specifically address the U.S. Department of State’s Travel Advisory information. For instance, indicate where the program will happen in relation to the areas named in the advisory and what measures will be in place for safety and risk management.</p>	
<p>Is a visa required for travel to this country? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>If “Yes”, when and where do you acquire the visa?</p>	
<p>Are any vaccinations required? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>If “Yes,” list the vaccinations required and indicate if you need to get them before travel.</p>	

I have reviewed the pre-departure information provided by the applicant and approve the international travel as indicated. No Yes (please initial)

DIRECTOR OF GLOBAL ENGAGEMENT’S SIGNATURE: _____ DATE: _____

Comments:

Submit this Pre-Approval Form to the **Office of Global Engagement, Lower Level of Student Center**. It is your responsibility to pick up the completed form from the Office of Global Engagement and include it with your SFCRG application.

PART B: Pre-Departure Responsibilities. For students who have received a grant from the SFCRG Committee. Within one week of notification of approval by the SFCRG, contact the Director of Global Engagement to set up a meeting regarding Pre-Departure Responsibilities.

Students must comply with all policies, regulations, and requirements as indicated by the Director of Global Engagement in order to receive any funding or reimbursement.

SFCRG Approval	
Please attach a copy of the award letter from the Student-Faculty Collaborative Research Grant Committee.	

Pre-Departure Requirements	
Date completed	
	Attend Pre-Departure Meeting with Director of Global Engagement and/or NWU Study Abroad Pre-Departure Orientation Session.
	Completion of all Study Abroad Application forms on the Global Engagement portal.

The student has completed all the requirements set forth by the Office of Global Engagement for International Travel.

DIRECTOR OF GLOBAL ENGAGEMENT'S SIGNATURE: _____ DATE: _____

This form is to be completed and submitted to the SFCRG Committee c/o Stephanie Plummer before any funds may be disbursed.