SFCRG International Travel

Pre-Approval 2016-2017

**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.

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| --- | --- | --- | --- |
| **Student Name:** | |  | |
| **Email address:** | |  | |
| **Phone:** | |  | |
| **Faculty Collaborator:** | |  | |
| **Project Title:** | |  | |
|  | |  | |
| **Destination(s):** | |  | |
| **Dates (tentative):** | |  | |
| Is this country/region under a **Travel Alert or Travel Warning**?  (You must consult the U.S. Department of State travel warning site: <http://travel.state.gov> ) | | | [ ] No [ ] Yes |
|  | If “Yes,” address in the space below or on an additional page the safety of the particular area to which you intend to travel, the precautions you will take, and the justification for research travel at this time in view of the alert or warning. Attach the complete alert or warning information to this Pre-Approval form. Note: NWU policy requires official NWU travel proposed to countries under a US Department of State Travel Warning to be reviewed by the NWU International Education Committee (IEC).  Such travel must be approved by the IEC. | | |
|  | | |
| Is a **visa** required for travel to this country? | | | [ ] No [ ] Yes |
|  | If “Yes”, when and where do you acquire the visa? | | |
|  | | |
| Are any **vaccinations** required? | | | [ ] No [ ] Yes |
|  | If “Yes,” list the vaccinations required and indicate if you need to get them before travel. | | |
|  | | |

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.

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

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| **Previous Experience** | | |
| Have you traveled with an international study program with NWU? | | [ ] No [ ] Yes |
|  | If “Yes”, which program and when? | |
|  | |
| Have you traveled outside the United States before? | | [ ] No [ ] Yes |
|  | If “Yes,” where? | |
|  | |
| Have you attended a Pre-Departure meeting for Study Abroad at NWU? | | [ ] No [ ] Yes |
|  | If “Yes,” when? | |
|  | |

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| --- | --- | --- |
| **Pre-Departure Requirements** | | |
| Date completed |  |  |
|  | Attend Pre-Departure Meeting with Director of Global Engagement | |
|  | Completion of all Study Abroad Application forms | |

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.*