



Student International Travel Registration Preview

ASU-Related Individual or Group Travel: SPONSORED

Itinerary

Please select the arrival and departure dates for each city you will be visiting during your ASU-related activity. After selecting the dates and location, click 'Add to itinerary'.

PLEASE NOTE: Only add the dates of your ASU-related activity abroad - do NOT include dates for any personal travel before or after your ASU-related activity; do NOT include any US destinations.

Arrival Date:

Departure Date:

City and Country:

My International Travel Details

1. What is the purpose of your international travel?

Please select all responses that apply to your planned international travel.

- Competition
- Conference
- Internship
- Research/Data Collection
- Service-learning
- Study Abroad
- Volunteering
- Clinical Placement/Rotation
- Other

2. Please provide more details on the nature of your international travel.

3. Are you traveling with one or more ASU students, as part of a group?

If yes, please provide the name of the group/club/organization/activity that you will be joining during this international travel.

4. Are you receiving ASU credit for any aspect of your international travel?

Answer YES if your international travel is connected to an ASU course (e.g., internship, service-learning, research, independent study, etc.) If YES, please indicate what ASU credit you will receive (i.e., course prefix/number and credits).

My International Contact Information

1. What is the best phone number for us to reach you while abroad?

We do not anticipate needing to contact you unless there is an emergency, but need to have your international contact information on file just in case.

2. **What is the best e-mail address to use if we need to contact you while you are abroad?**
3. **Street Address(es) Abroad**
Please provide addresses for all of the housing locations where you will be staying during this trip (if known).
4. **WhatsApp mobile number**
5. **Skype name, email or phone number**
6. **WeChat account**

My Emergency Contact

Please enter one Emergency Contact in the fields below. Arizona State University (ASU) will use this information only in the event of an emergency.

1. **Emergency Contact Name**
2. **Emergency Contact Phone Number**
3. **Relationship of contact to you**

Sponsored Traveler Supplemental Questions

1. **Will your International Travel Service Fee be paid by an ASU college/department/school?**
If yes, please provide the name and contact information for the billing contact in your college/department/school.
2. **Will your International Travel Service Fee be paid from a grant?**
If yes, please provide the name and contact information for the Primary Investigator (PI) on the grant.

International Travel Registration Agreement

I have registered my plans for University-Related Travel abroad (URT) in connection with an activity sponsored by or affiliated with Arizona State University (ASU). In consideration for my receipt of access to the health, safety, and security resources of the ASU Study Abroad Office (SAO) in relation to my planned URT, **I agree and represent as follows:**

1. I understand that, as a participant in URT, I am subject to the rules and requirements of ASU and of any cooperating university, organization and/or institution associated with my URT. I will fulfill all such requirements and comply with all such rules in all respects. I acknowledge that I may be subject to immediate dismissal from my URT if I fail to comply.

2. I am responsible for knowing and abiding by ASU regulations and policies, as outlined in the following:
 - a. [ASU Student International Travel Registration Policy](#)
 - b. [ABOR Student Code of Conduct](#)
 - c. [FIN 501: ASU Travel Policy](#)
 - d. [RSP 504-01: Sponsored Projects Travel](#)
3. I will ensure that ASU has access to my current contact information for the duration of my URT. To that end, I will:
 - Maintain my permanent contact information through MyASU, making updates as necessary.
 - Provide my contact details abroad (e.g., address and phone number) in the Student International Travel Registration system.
4. I am solely responsible for determining if I require a visa to any country I plan on visiting while engaged in my URT. In addition, I am solely responsible for obtaining such visa, which may require an in-person appearance at the appropriate consulate for the country I intend to visit. I understand that I am responsible for all fees associated with obtaining a visa, unless explicitly notified otherwise. Failure to obtain a visa, if necessary for any of the countries I will be visiting, will result in my inability to travel to that country.
 - Visa requirements and application processes vary by destination and nationality. U.S. citizens should contact the appropriate consulate to determine the steps to obtain necessary visas. Non-U.S. citizens are advised to contact the appropriate consulate to learn the student visa procedures governing their nationality.
 - ASU is not responsible for penalties associated with my failure to obtain a visa in time for the start of my URT, including airline change fees.
5. Pursuant to the [Student International Travel Registration Policy](#), I will be covered for the duration of my URT by a policy of comprehensive [health and accident insurance](#). This insurance provides coverage for injuries and illnesses I may sustain or experience while abroad, and, more specifically, in each of the countries in which I will be living or traveling during my participation in URT. Coverage will begin one to two days prior to my URT start date (depending on the location); coverage will end one day after my URT end date. The SAO will provide me with a detailed description of this coverage prior to my departure.
6. I understand that the SAO will charge an *International Travel Service Fee* to the college/department/school/organization sponsoring my international travel (Sponsor), to cover the cost of the international health and accident insurance provided by ASU as well as several additional services and resources provided to me by the SAO. It is my responsibility to make my Sponsor aware of this cost.
 - The *International Travel Service Fee* charged to my Sponsor is based on the number of days of my URT. The fee for these services for the 2018-19 academic year (including summer 2019) is \$3.00 per day.
 - I must notify my Sponsor and the SAO regarding any changes in my travel dates and locations (i.e., cities or countries) by email, because any such changes will affect ASU's ability to assist me in case of emergency and maintain my insurance coverage for each date I am participating in the URT.
7. I understand that if I cancel my plans to participate in the URT, I must submit a written withdrawal request to the SAO by email, mail, or in person. My withdrawal from the URT is subject to the following conditions:
 - The effective date of withdrawal is the regular business day during which my written withdrawal request is received by the SAO.
 - If I withdraw from the URT prior to the URT arrival date I provided when registering my planned travel, then the SAO will refund/reverse the entire *International Travel Service Fee* charged to my Sponsor. If I withdraw from the

URT after my planned arrival, the SAO will retain any unrecoverable funds encumbered on my behalf and will refund/reverse any unused portion of that *International Travel Service Fee* to my Sponsor.

8. I understand that ASU reserves the right, at its sole discretion and with or without notice, to make alterations in the URT calendar for reasons of participant health and/or safety. ASU may deem such alterations to be necessary or desirable if it determines or believes that any person is or will be in danger if my URT or any aspect of it is continued. In such circumstances ASU may, without limitation, cancel my URT (or any portion of my URT) prior to or after departure.
 - ASU is not responsible for any financial penalties or losses that I incur as a result of any such cancellation, operational or itinerary change.
 - The SAO strongly advises me to purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties resulting from any of the above scenarios.
9. I am aware that the laws, rights and privileges of the United States may not apply to me while I am living or traveling overseas. I am subject to the laws of those countries in which I will be living or traveling during my participation in URT and I will abide by those laws.
10. I am aware of and understand the risks and dangers of travel to, in, and around the countries I plan on visiting, including but not limited to the dangers to my own health and personal safety posed by the use of public transportation and by civil unrest, political instability, terrorism, crime, violence and disease. By participating in this URT, I assume, knowingly and voluntarily, each of these risks and all of the other risks that could arise out of or occur during my travel to, from, in, or around the countries I plan on visiting.
 - Prior to departure, I will review the SAO's *Traveler Health and Safety Resources* and will contact travelsafely@asu.edu to address any questions or concerns about the information/advice provided in these resources.
 - Approximately 30 days prior to my planned arrival in the URT country, I will receive instructions from the SAO to download the [AlertTraveler™](#) mobile app to my Apple or Android device. I understand that I am expected to install and activate this app, which ASU provides as a pro-active risk management tool that will give me access to location-specific intelligence information, real-time safety and security alerts, quick access to dialing emergency services, and an instant check-in feature.
11. **IF MY SPOUSE/PARTNER/FIANCÉ(E), CHILD, OR ANY OTHER GUEST IS ACCOMPANYING ME TO THE URT SITE, I ACKNOWLEDGE THAT NO PART OF THIS AGREEMENT (OR THE RIGHTS AND PRIVILEGES AFFORDED TO ME BY ASU) APPLIES TO THAT ACCOMPANYING GUEST. FOR THE AVOIDANCE OF DOUBT, THIS MEANS THAT YOUR GUEST WILL NOT BE COVERED BY THE HEALTH AND ACCIDENT INSURANCE DESCRIBED IN THIS AGREEMENT AND WILL NOT BE ELIGIBLE FOR THE HEALTH, SAFETY AND SECURITY RESOURCES AFFORDED TO YOU BY ASU.**
12. I hereby release the State of Arizona, the Arizona Board of Regents and ASU (including their officers, agents, faculty, staff, employees, representatives and successors), from all responsibility and liability for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of nature, circumstances beyond the control of ASU, force majeure, war (declared or undeclared), quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other carriers or service providers, inconveniences, cessation of operations, mechanical defects, any failure or negligence in connection with any accommodations, restaurant,

transportation, or other service or for any substitution of hotels or of common carriers beyond ASU's control, with or without notice, or for any additional expense occasioned by any of these events. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, ASU will not be responsible for my hotel, transfers, meal costs, or other expenses. My baggage and personal property are transported at my risk entirely; I agree that the State of Arizona, the Arizona Board of Regents and ASU will not be responsible for loss or damage to my baggage or personal effects.

I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this *International Travel Registration Agreement*.