Wake Forest University  
GROUP International Travel Information Form  
(for Faculty/Staff Led Groups with Student Participants FOR ACADEMIC CREDIT)

This Form is Required IF:  
- You are leading a group of Wake Forest students on an international trip FOR ACADEMIC CREDIT. If you are leading a group of Wake Forest students on an international trip NOT for academic credit, use the GROUP form NOT for academic credit. If you are leading a group of Wake Forest faculty/staff, use the GROUP form for faculty/staff participants.

Purpose of the International Travel Information Form:  
Wake Forest University requires all groups (study abroad, research, international service, etc.) traveling on WFU funds (including grants, scholarships, etc) to complete this form at least one month before the program begins and before funds will be disbursed. The purpose of this form is to provide trip itineraries and contact information for all faculty, staff and students who are traveling outside of the United States at all times. Once the signatures have been obtained, submit this completed form to the Center for Global Programs & Studies (GPS) in 116 Reynolda Hall.

Note: If there is more than one group leader, each group leader should complete this form.

I understand that I must provide all necessary information to the GPS before any funds for international travel will be disbursed by Wake Forest University. This form must be reviewed and signed by all of the individuals listed below before any international travel is commenced. I understand that for reasons of security/safety, WFU may deny funds for travel outside the United States at any point prior to departure. However, I understand and acknowledge that the provision of funds for international travel does not imply that Wake Forest University accepts responsibility for any risks associated with the travel. In addition, I understand that I am required to attend a security briefing prior to departure. I understand that I must submit the following forms to the GPS and perform the following tasks before departure.

1. Group Leader(s) must turn in to the GPS:  
   - List of group participants (notify GPS if you’ve verified the list in WakeAbroad)  
   - Faculty/Staff Director Guidelines Form (completed and signed by Faculty/Staff Director)  
   - Notification of any changes in participants  
   - Copy of program itinerary with contact information

   NOTE: HTH International Insurance is required for each group leader and student participant for the duration of this program. The cost of this insurance will be billed to the program.

2. Group Leader must verify that EACH PARTICIPANT has completed the following. Undergraduate programs will be processed through WakeAbroad. Graduate programs not processed in Wake Abroad must submit paper copies.  
   - Health Questionnaire  
   - Student Assumption of Risk & Release  
   - Application for HTH International Insurance  
   - All other required documents in Wake Abroad  

Primary Group Leader should collect all forms and turn them in to the GPS

1. Signature of Group Leader: ___________________________ Date: _____________  
2. Signature of Dept. Chair or Dean: ___________________________ Date: _____________  

All signatures above must be obtained & all forms must be complete before the GPS may sign for final approval.

3. Signature of GPS: ___________________________ Date: _____________

Group Leader Information

Name (first, middle, last): ___________________________

Affiliation (check one): Faculty Staff Other
Unit (check one): College  Business  Law  Divinity  Other

Department or Office (specify): ____________________________________________________________

Name of Program (ex. Worrell House): ______________________________________________________

International Destination(s) (city, country): ________________________________________________

**Dates of Actual Travel:** ______________________________________________________________

Purpose of Travel (Ex. Study Abroad program, research, international service learning, etc.): ______________________________________________________________

Funding Source: ____________________________  Estimated Cost: ________________________________

E-mail: ________________________________  Gender: ______ Male ______ Female

Home Address (or PO Box): ______________________________________________________________

Home Phone #: __________________________ Cell Phone #: (if applicable) _______________________

**Domestic Emergency Contact Information**

Name: __________________________________________ Relationship to you: __________________________

Daytime Phone #: __________________________ Evening Phone #: ________________________________

Address: ____________________________________________________________

Fax # (if available): __________________________  E-mail: _______________________________________

**Primary International Location (if more than one location, attach additional information)**

City: __________________________________________ Country: _________________________________

Dates at Location: ________________________________________________________________________

Accommodation address: _________________________________________________________________

_______________________________________________________________________________________

Phone #: __________________________________________  Fax #: _________________________________

International Cell Phone # (if available): _________________________________________________

Will you have access to your WFU E-mail? YES  NO  Alternate E-mail: __________________________

Additional Overseas Contact if available (name, address, phone, fax): __________________________

_______________________________________________________________________________________

Return completed form to:
Center for Global Programs & Studies
PO Box 7385, Winston-Salem, NC 27109
116 Reynolda Hall
Tel: 336.758.5938  Email: metcalf@wfu.edu