

GLOBAL EXPERIENCE REGISTRATION FORM

(for existing, approved programs)

If you are leading a global experience (semester-long study abroad, course-embedded study tour, service trip, etc.), you must register the Global Experience with the Office of Global Education by completing this form. In addition, one week prior to departure, you must electronically submit a pdf file containing a list of all participants with emergency contact information, all signed liability waiver forms, and the passport photo page of each SJFC-affiliated traveler. Questions? Contact Dr. Stella Plutino-Calabrese, Director of Global Education at (585) 385-7258/ mplutino@sjfc.edu.

I have discussed and received approval from my Department Chair/ Program Director and School Dean.

Name:

Title:

Department:

Phone:

Email:

Please identify the destination(s) (cities & countries)?

Please provide the current travel advisory status provided by the State Department for the proposed destination(s):

During what academic term will the program run?

Departure & Return Dates:

What company are you intending to use for the Global Experience?

If "Other" company, please identify here:

Risk assessment has been done regarding the GE destination site(s) with regards to health, safety and security. Emergency procedures and exit strategies have been developed and documentation is attached.

Estimated number of travelers:

Target number of travelers:

Who will be accompanying you to supervise on this trip?

Are you including people other than students/faculty/staff on the trip? If so, please explain.

How will the GE be assessed and then reviewed for relevance and effectiveness?