

Study Abroad Documents Needed Prior to Trip

Notebooks

Make two copies of each document and prepare a notebook to leave with Academic Affairs and one to take with you. The Office of Academic Affairs will supply the notebooks and help with copies.

1. Program Itinerary
2. Information on pre-departure orientation and post-trip meeting
3. Participant Emergency Contact Information Form – a copy signed by each participant (Directors must complete this form also)
4. Program Emergency Contact Information Form
5. Student Behavioral Commitment Form– a copy signed by each participant
6. Release, Covenant Not to Sue, Indemnity and Assumption of Risk form– a copy signed by each participant (Directors must complete this form also.)
7. Alcohol and Drugs Policy to be signed by Students– a copy signed by each participant
8. Alcohol and Drugs Policy to be signed by Directors
9. Medical Form– a copy signed by each participant (Directors must complete this form also)
10. Copy of passport page for all participants, including directors
11. Copy of insurance card for all participants, including directors

For Director's Notebook

I will send you hard copies or you can print them from the following websites:

[https://www.usg.edu/assets/international_education/documents/Georgia International Programs Clergy and Title IX.pdf](https://www.usg.edu/assets/international_education/documents/Georgia_International_Programs_Clergy_and_Title_IX.pdf)

[https://www.usg.edu/assets/international_education/documents/Program Report for International Program Coordinators.pdf](https://www.usg.edu/assets/international_education/documents/Program_Report_for_International_Program_Coordinators.pdf)

[https://www.usg.edu/assets/international_education/documents/Program Report for International Program Coordinators.pdf](https://www.usg.edu/assets/international_education/documents/Program_Report_for_International_Program_Coordinators.pdf)

1. Study Abroad Incident Report Form
2. Program Report Form for International Program Coordinator to Clergy Coordinator and Title IX Coordinator
3. Copy of the Emergency Response Plan

For parents

1. Program Itinerary
2. Program Emergency Contact Information Form