INTERNATIONAL TRAVEL SPONSORED BY STUDENT ORGANIZATIONS

Instructions
1. Read carefully the information below or on the Office of Study Abroad website
2. Schedule a meeting with the Director of Study Abroad
3. Fill out the attached Proposal Form
4. Have all participants fill out Registration and Risk and Release Forms
5. Collect completed registration forms, travel itineraries, and passport copies from all participants
6. Return the following materials to the Office of Study Abroad
   - International Activity Proposal Form
   - A brief description of the event or activity. The description should include details concerning the purpose of the program and activities of the participants; the dates and location(s) of the program.
     - Logistical information regarding, travel arrangements and housing.
     - Sponsors or Providers that will assist with logistics and/or arrangements on-site
     - Contact information for Trip Leader or Co-Leaders
   - Registration forms completed by all participants, including:
     - International Activity Registration Forms
     - Risk and Release Forms
   - Travel itineraries of all participants (only 1 is necessary if it’s a group flight)
   - Passport copies of all participants

A. HOPKINS SPONSORED INTERNATIONAL ACTIVITIES

Johns Hopkins considers international travel organized by and for student organizations AND directly related to the official scope of activity of the student organization to be Hopkins sponsored international activities. These procedures are intended to assist students leading a group of two or more undergraduate students on a trip requiring travel outside the United States.

Activities which fall into the Hopkins-Sponsored category may include:
- International conferences or other organization meetings
- International civic and community engagement projects
- Group internships or research
- Organizationally-sponsored site-visits or events

Johns Hopkins WILL NOT sponsor any international activities, individual or group, that fall outside the scope of activities for an organization, nor will it sponsor international activities at locations under Department of State Travel Warnings. Johns Hopkins cannot take responsibility for personal or group recreational travel that is not sponsored by university faculty or administration.

These activities are NOT considered Hopkins Sponsored International Activities.

- Personal or group travel for recreational purposes, including individual participation on programs offered by national organizations with JHU Chapters, e.g. Hillel birthright travel, internships, etc.
- Travel that is not directly related to the goals, mission or scope of activity of the student organization, such as group vacations.
Non-Sponsored Activities must display a University Disclaimer* on promotional materials.

If you are leading a trip that does not fit any of the above models, please contact Lori Citti, Director of Study Abroad, for clarification.

B. TRIP LEADERS

Student organizations that wish to arrange international activities must select a Trip Leader or Co-Leaders.

Trip leaders are responsible for the logistical arrangements of the group’s international program or project. Leaders must keep the Director of Study Abroad informed about any proposed international activities and must ensure that proposals for international activities are reviewed by the Office of Study Abroad prior to distribution to potential trip participants or other individuals.

The Office of Study Abroad reserves the right to withhold university sponsorship should student leaders fail to inform the Office of Study Abroad or if they determine the program or activity may put student participants at risk. The University reserves the right to revoke support and funding for international travel or global activities at any time in the event of a significant deterioration in the safety and security conditions pertaining to travel in the country or the region within the country where travel is to occur.

C. RESPONSIBILITIES OF THE TRIP LEADER(S)

- Obtain approval for the international trip of activity from the Office of Study Abroad
- Make sure all participants complete the Registration and Risk & Release Forms
- Collect all the above forms, passport copies, and travel itineraries and submit them to the Office of Study Abroad with the Proposal Form
- Ensure that all participants complete their profiles in the Johns Hopkins International Travel Registry database
- Coordinate the travel, itinerary, transportation, pre-departure orientation, contracts and housing arrangements in consultation with the Organization Advisor
- Maintain clear and accurate financial records for the trip or activity
- Carry Emergency Contact Information for each participant and Emergency Contact information for ISOS and Johns Hopkins University

Trip Leaders are required to meet with Dr. Citti in the Office of Study Abroad to discuss preparation for international activities.

All Registered Participants will receive an International SOS group card and identification number

*University Disclaimer: JHU ORGANIZATION is a student group that operates by and through its members, who are undergraduate and graduate students at the Johns Hopkins University (“JHU”). The NAME OF PROGRAM OR ACTIVITY is sponsored by ORGANIZATION. No JHU employee, officer or agent will be participating in the program.
Return the following materials to the Office of Study Abroad by November 1 for Intersession and by April 1 for Summer:

- International Activity Proposal Form
- Brief Program Description
  - A brief description of the event or activity. The description should include details concerning the purpose of the program and activities of the participants as well as the dates and location(s) of the program.
    - Logistical information regarding travel arrangements and housing.
    - Sponsors or Providers that will assist with logistics and/or arrangements on-site.
    - Contact information for Trip Leader or Co-Leaders
- Registration forms completed by all participants; including Risk & Release, Conditions of Participation, and Medical Disclosure Forms
- Travel itineraries of all participants (only 1 is necessary if it’s a group flight)
- Passport copies of all participants

Proposed Program at a Glance

Program Title__________________________  Program Location________________
Sponsoring Organization(s)________________________  Trip Leader(s)____________________
Program Term:  Fall___  Spring ___  Spring Break___  Summer___  Intersession___  Other___
Anticipated Program Dates________________________________________
Affiliation (Please provide the name of our proposed affiliate)
National Provider________________________  Sponsor________________________
Chapter________________________  Other________________________
Program Type (Please check all that apply):
☐ Conference
☐ Community Project
☐ Research
☐ Site Visit
☐ Other (Please Explain)________________________
Level of On-Site Logistical Support (Please check):  ___Low  ___Medium  ___High
Organization Advisor Name________________________  Signature________________________
Anticipated Number of Participants________________________  Anticipated Cost Per Student________
Self-Pay or Explain Funding________________________