



OFFICE OF INTERNATIONAL STUDIES

MONTANA STATE UNIVERSITY BILLINGS

Office of International Studies

Montana State University-Billings

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Web: <http://www.msubillings.edu/internationalstudies/>

Request to Lead a Student Group Abroad Form

Faculty intending to lead a group of students abroad must complete and submit this form in order to receive approval to lead a faculty-led program. Please submit this form to:

The Office of International Studies, Attn: Study Abroad, MSU-Billings

| PERSONAL INFORMATION | | |
|--|---|----------------|
| Group Leader: | | |
| Department: | | |
| Office Phone: | E-mail Address: | |
| Co-Leader: | Is the Co-Leader associated with MSUB? | Y N |
| If no, please explain the co-leader's qualifications to fill role: | | |
| Department: | | |
| Office Phone: | E-mail Address: | |
| ACADEMIC INFORMATION | | |
| Course Title: | Course Number: | Credit Amount: |
| Course Term (<i>credited</i>): | Dept.: | College: |
| PROGRAM SPECIFICS | | |
| Program Name: | | |
| Min. # of Participants: | Max. # of Participants: | |
| Program Destination(s) / (City, Country): | | |
| Departure Date: | Return Date: | |
| BUDGET SUMMARY | | |
| Faculty Leader Compensation: | Faculty Compensation Method: | |
| Co-Leader Compensation: (if applicable) | Co-Leader Compensation Method: (if applicable) | |
| Total Leader/Co-Leader Expenses: | Approved Program Fee/Student: | |
| INTERNATIONAL TRAVEL POLICY LOGISTICS | | |
| Are there any State Department travel advisories (http://travel.state.gov) in country you will visit? If yes, please describe or print the information from the website and attach. | | Y N |
| Are there any CDC advisories (http://www.cdc.gov/travel/destinat.htm) in country you will visit? If yes, please describe or print the information from the website and attach. | | Y N |
| I have read, understand, and agree to comply with MSU's international travel policy regarding group travel. (http://www.montana.edu/policy/international_travel/) | | Y N |

NOTE: As the primary faculty leader, it is your responsibility to ensure that the following information is submitted to Office of International Studies 30 days prior to departure:

- a) Detailed travel registry, including: 1) full legal names of all group participants; 2) a copy of the identification page from each participant's passport; 3) a detailed itinerary of the group's travel plans, including all contractors, hotels, travel agencies, etc.; 4) contact information (including contact abroad and emergency contact) NOTE: Any revisions to the travel plan that occur on the trip must be updated in the Travel Registry.
- b) Communication Plan: In accordance with the International Travel Policy Group Leaders must submit a communication plan that will provide the ability to communicate with the University throughout the program.

SIGNATURES

Group Leader

Date

Department Head (*Group Leader*)

Date

Dean/Director (*Group Leader*)

Date

Co-Leader

Date

Department Head (*Co-Leader*)

Date

Dean/Director (*Co-Leader*)

Date

Provost

Date

Director of International Studies

Date

Once you have obtained the required signatures above, send the hard copy form for final approval to:

Office of International Studies
Attn: Abby Cook, Associate Director
Liberal Arts Building, 710
Billings, MT 59101