

# Student Org. International Travel Proposal Form

Student Organizations Traveling Abroad



TEXAS A&M UNIVERSITY  
Education Abroad

## INSTRUCTIONS

Email a completed copy of this form to [abroad@tamu.edu](mailto:abroad@tamu.edu) by the firm deadlines indicated on the second page. Student organizations traveling abroad are **required** to submit this form as part of the Education Abroad international travel approval process.

## TRIP INFORMATION

Name of Student Organization \_\_\_\_\_

Student Organization Email (if applicable) \_\_\_\_\_

Travel Dates \_\_\_\_\_ City & Country \_\_\_\_\_

Estimated Number of Students \_\_\_\_\_ Estimated Number of Faculty/Staff \_\_\_\_\_

Trip Purpose:

## PROGRAM LEADER INFORMATION

Primary Trip Leader Name\* \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Are you a Student *or* Faculty/Staff? \_\_\_\_\_

Are you traveling with the group abroad? Yes No

*\*The primary trip leader will be responsible for all communication with Education Abroad*

*Additional Leader, if applicable:*

Secondary Trip Leader Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Are you a Student *or* Faculty/Staff? \_\_\_\_\_

Are you traveling with the group abroad? Yes No

## COURSE CREDIT

Is there a course associated with this international trip? Yes No

Course Prefix, Number, and Section \_\_\_\_\_ Credit Hours \_\_\_\_\_ Term \_\_\_\_\_

## IN-COUNTRY PARTNER REQUIREMENT

In order to provide logistical support, meet safety standards, and university contractual requirements, program leaders must work with a partner and/or third-party provider. If needed, contact Education Abroad for assistance identifying an in-country partner.

Name of Provider \_\_\_\_\_ Name of Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number (if available) \_\_\_\_\_

Website \_\_\_\_\_

## CONTRACT/AGREEMENT

*Attach a copy of the contract, agreement, and/or proposal when submitting this form to Education Abroad:*

The documentation you attach should come from the in-country partner or provider. It should outline the details of your program including per person costs, payment deadlines, program inclusions, and the provider's cancellation/withdrawal policy.

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## SIGNATURES

The signatures below are *required* for a successful submission of this Student Organization International Travel Proposal Form.

***By signing below, I confirm that the information provided on this form is accurate to the best of my knowledge and I will alert Education Abroad immediately if there are any changes.***

Primary Trip Leader Name \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Org. President Name\* \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*If same as Primary Trip Leader, complete and sign in both locations.*

***By signing below, I acknowledge that I am aware of this international group trip being planned by the student organization for which I serve as an advisor.***

Student Org. Advisor Name \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## DEADLINES TO SUBMIT THIS TRAVEL PROPOSAL FORM

Failure to submit this form by the applicable deadline indicated below will prevent your Student Organization from receiving approval to travel internationally.

Winter Break Trips	October 1 <sup>st</sup>
Spring & Spring Break Trips	December 1 <sup>st</sup>
Summer Trips (May/June/July)	March 1 <sup>st</sup>
August & Fall Trips	May 1 <sup>st</sup>

## NEXT STEPS

1. Email this completed form to [abroad@tamu.edu](mailto:abroad@tamu.edu) before the deadlines above. Don't forget to also include in your email a copy of the relevant contract, agreement, and/or proposal from your in-country provider.
2. Within a few business days, Education Abroad will review your travel proposal and provide the primary trip leader with the next steps of the approval process via email.