

## **INTERNATIONAL TRAVEL REGISTRATION FORM**

*(University-Supported, **Group Travel**)*

All students going abroad as a group as well as faculty and staff leading a group of students abroad on university-supported, non-academic travel must register their group with the McGlothlin Center for Global Education and Engagement. All students will be automatically enrolled and billed for RU's International Health Insurance Plan. Faculty and staff may opt to purchase into the plan.

Please submit the following paperwork along with this completed form:

1. Roster of students participating in event (please use attached roster template)
2. Copy of passports (for everyone traveling in the group)
3. Copy of group itinerary

Purpose of Trip:  Community Service  Conference  Training  Athletic Event  
 Other: \_\_\_\_\_

Name of Event: \_\_\_\_\_

City and Country of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Group Leader is:  Student  Faculty  Staff

Faculty/Staff/Student Leader Name: \_\_\_\_\_

Faculty/Staff/Student Leader Department (if applicable): \_\_\_\_\_

Faculty/Staff/Student Leader E-mail: \_\_\_\_\_

Faculty/Staff/Student Leader Cell Phone: \_\_\_\_\_

Name of Lodging Where Group Will Be Staying: \_\_\_\_\_

Address of Lodging Where Group Will Be Staying: \_\_\_\_\_

Phone of Lodging Where Group Will Be Staying: \_\_\_\_\_

**Please submit completed form and supporting documentation to:**

Sara Coulson

Education Abroad Coordinator

McGlothlin Center for Global Education and Engagement

[scoulson4@radford.edu](mailto:scoulson4@radford.edu)

