

## **INTERNATIONAL TRAVEL REGISTRATION FORM**

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

All students, faculty and staff traveling abroad on university-supported, non-academic travel must register their trip with the Center for International Education. All students will be automatically enrolled and billed for UIU's International Health Insurance Plan. Faculty and staff may opt to purchase into the plan.

In addition to completing this form, please submit the following paperwork:

1. Copy of passport
2. Copy of itinerary

Purpose of Trip:  Alternative Break  Conference  Training  Athletic  Sabbatical  
 Other: \_\_\_\_\_

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

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

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

Traveler is:  Student  Faculty  Staff

Name: \_\_\_\_\_

Department (faculty/staff only): \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

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

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

Coordinator for Education Abroad  
Center for International Education  
International House  
[educationabroad@uiu.edu](mailto:educationabroad@uiu.edu)