Prior to planning any University-sponsored international travel, NCCU faculty, staff and students must thoroughly read and initial the following policies. For credit-bearing study abroad programs and noncredit-bearing cultural enrichment abroad programs, please contact the Office of International Affairs for the appropriate guidelines and additional forms.

Travelers must check the U.S. Dept. of State (DOS) Travel Advisory category for their destination before completing this form. To view the Travel Advisory for countries and other pertinent information, visit the DOS website at http://travel.state.gov. Please read the section International Travel and fill out the following information:

Country: ____________________________ Travel Advisory Level: ____

Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going. Students are prohibited from traveling to a country with Travel Advisory Level 3 and Level 4.

Travelers must possess a valid passport. Many foreign immigration officials require passports to be valid six months beyond the end of travel. Travelers are responsible for obtaining any required entry visas.

Travelers are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going. Students are prohibited from traveling to a country with Travel Advisory Level 3 and Level 4.

Travelers are required to obtain GeoBlue insurance coverage for international travel. Contact NCCU’s Business & Auxiliary Services at 919 530 7531 or e-mail Jacqueline Marrow at jmarrow@nccu.edu for assistance.

Travelers must provide a copy of their passport to the Travel Office at least one month in advance of the travel. NCCU’s Travel Office is responsible for paying the traveler’s international coverage, and the traveler’s insurance provider is responsible for paying their portion of any claim.

This document must be submitted to the Office of International Affairs, Room 102, Lee Biology Building, along with the completed Request for Travel and Travel Authorization Form, a copy of the traveler’s passport photo page, proof of international insurance coverage, and agenda or invitation. Please note that the Travel Office needs these documents a month in advance of travel. If the Travel Office is making a payment for international travel, please provide the beneficiary’s name, address, city, and the name of the tax, the SWIFT code and account number.

Traveler’s Contact Information

Traveler’s address abroad:
____________________________________________________
____________________________________________________
____________________________________________________

Traveler’s emergency contact at NCCU:
____________________________________________________
Department: ____________________________
Phone: ____________________________
Email: ____________________________

Traveler’s phone abroad: ____________________________
Email: ____________________________
Dates of travel: ____________________________

Traveler’s Acknowledgement:

I have read the above-mentioned policies and procedures regarding international travel and I agree to comply with said policies and procedures. Furthermore, I voluntarily agree to release, waive liability, hold harmless, discharge, and indemnify North Carolina Central University, the UNC Board of Governors, University officials, employees, agents, and volunteers from any liability, claim, demand, costs, or expenses that may be asserted arising from or by reason of personal injury; illness; property damage; any cause or occurrence beyond the control of the University or its agents, including natural disasters, wars, civil disturbances, terrorist acts; or other consequences or events arising from my travel abroad. This release also binds my parents, siblings, heirs, executors, successors, and assignees.

Traveler’s Name (Please Print) ____________________________ Signature ____________________________ Date ____________________________

Verification:

Office of International Affairs (Please Print) ____________________________ Signature ____________________________ Date ____________________________

Office of the Provost (Please Print) ____________________________ Signature ____________________________ Date ____________________________