



State University of New York
College of Environmental Science and Forestry

Program Arrangements and Detailed Itinerary (Non-Traditional)

Program: _____
Research Project / Program _____ Travel Destination(s)—Cities & Countries _____

Program Leader(s): _____

Travel Dates: _____ to _____ **Number of Student Participants:** _____
Depart the U.S. Re-Enter the U.S.

Please attach copies of all student and trip leader passports.

How are student travel expenses being covered?

- Program Fee Grant Students are independently responsible for travel costs
 Other:

Does this program include a group flight? No Yes

If yes, please attach the itinerary and/or indicate the flight information below.

In the event of an emergency, how can ESF contact you?

Phone: _____

Email: _____

Other: _____

Student Participants:

Student ID # Last Name First Name Email Address Major Academic Year

INTERNATIONAL TRAVEL PREPARATION

Please provide information regarding your international travel preparation & attach a copy of your passport and visa (if applicable).

Travel Alerts & Warnings	Please review the travel alerts and warnings on the U.S. Department of State website to determine if there are conditions that pose imminent risks to the security of travelers traveling to your travel destination. Travel Alerts and Warnings Website: https://travel.state.gov/content/passports/en/alertswarnings.html <input type="checkbox"/> There are no travel alerts or warnings for my travel destination(s). <input type="checkbox"/> There is a travel <input type="checkbox"/> alert <input type="checkbox"/> warning for my travel destination(s) of _____.
Passport	An international traveler's passport should be valid 6 months beyond the anticipated U.S. re-entry date. <input type="checkbox"/> I have communicated this requirement to student participants. <input type="checkbox"/> My passport is valid 6 months beyond the program re-entry date. <input type="checkbox"/> I will obtain a valid passport.
Entry Requirements	Please review the country-specific information on the U.S. Department of State website to access any applicable embassy notes, determine entry and exit requirements, and obtain information related to safety and crime. https://travel.state.gov/content/passports/en/country.html <input type="checkbox"/> I have read the information regarding entry & exit requirements; safety & crime; and any applicable Embassy notes and provided this information to students. <input type="checkbox"/> Travel requires a visa. I have advised students accordingly. <input type="checkbox"/> We have obtained the visa necessary for entry.
Immunizations	Please access the Center for Disease Control's website to obtain information regarding health and immunizations for your travel destination and obtain any necessary vaccinations and medications. http://wwwn.cdc.gov/travel/destinationList.aspx <input type="checkbox"/> I have read the information regarding health and immunizations for my travel destination and have advised students accordingly.

HOST INSTITUTION (If applicable)

Institution Name		Dates of Visit	
Address			
Phone		Email	
		Fax	

ACCOMMODATIONS

Lodging Name		Dates of Stay	
Address			
Phone		Email	
		Fax	
Lodging Name		Dates of Stay	
Address			
Phone		Email	
		Fax	
Lodging Name		Dates of Stay	
Address			
Phone		Email	
		Fax	

TRANSPORTATION

In-Country Travel	
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ADDITIONAL ARRANGEMENTS

Transportation	
Accommodations	
Other	

ADDITIONAL INFORMATION REGARDING THIS PROGRAM

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