INDIVIDUAL Student International Travel Form

This form is required for all international travel using WFU funds (including grants, scholarships, etc.)

- All fields on this form are MANDATORY for the purposes of registering your travel with the WFU/Red24 Travel Tracker System.
- This form should be completed as soon as possible prior to traveling so that we have sufficient time to register your travel and purchase the international health insurance.
- Once signatures have been obtained, submit this form to the Center for Global Programs & Studies (GPS) in 116 Reynolda Hall.
- The international health insurance (GeoBlue) application should accompany this form.
- The Health Questionnaire should accompany this form.
- The Student Assumption of Risk & Release should also accompany this form.

I understand by signing this form that Wake Forest University reserves the right to deny funds for travel outside the United States at any time prior to departure. In the event funding is approved, I understand and acknowledge that this trip is taken on my own initiative. I further understand and acknowledge that I accept full responsibility for all risks, both known and unknown to me, which may be associated with my travel and that WFU makes no representation of any kind concerning the risks presented by my travel plans. In addition, I understand that I may be required to attend a security briefing prior to my departure.

1. Signature of Traveler: ________________________________ Date: __________________________

2. Signature of Dept. Chair or Scholarship Sponsor: ________________________________ Date: __________________________
   **All signatures above must be obtained & all forms complete before GPS may sign for final approval.**

3. Signature of GPS: ________________________________ Date: __________________________

Name (first, middle, last): ____________________________________________________________

Unit (circle one): College  Business  Graduate  Law  Div  Other (indicate) ________________

WFU ID: ________________________________ Affiliation (circle one): Undergrad Student  Graduate Student

WFU E-mail: ________________________________ Alternate E-Mail: ________________________________

Cell phone: ________________________________

(If you don’t have a cell phone, please provide an alternate phone number for emergency contact while abroad)

Traveler Home City, State or Province: __________________________________________________

Dates of Actual Travel: ____________________________________________________________

Purpose of Travel (Ex. Independent Research, Conference, Scholarship Recipient, Professional Development):

__________________________________________________________________________________________

Departure Location from US (airport & city*): __________________________________________________________

Airline and Flight Number: __________________________________________________________________________
First International Location Information
First Destination (City & Country):  

Dates in First Destination:  

First Hotel/Accommodation Information While Abroad
Hotel/Accommodation in First Destination (Name, address and phone number):  

Departure from First Destination (airport & city*):  

Airline and Flight Number:  

Second International Location Information
Second Destination (City & Country):  

Dates in Second Destination:  

Second Hotel/Accommodation Information While Abroad
Hotel/Accommodation in Second Destination (Name, address and phone number):  

Departure from Second Destination (airport & city*):  

Airline and Flight Number:  

(For additional destinations, attach details on a separate sheet)  

*If departing from other than an airport, please describe here  

INFORMATION ON RETURN TO THE UNITED STATES  

Date of Departure:  

Airport & city of departure:  

Airline and Flight Number:  

Domestic Emergency Contact Information
Name:  

Relationship to you:  

Daytime Phone:  

Evening Phone:  

Address:  

E-mail:  

Additional overseas contact if available (name, address, phone, fax):  

Return completed forms to:
Center for Global Programs & Studies | 116 Reynolda Hall | PO Box 7385 | Winston-Salem, NC 27109  
Tel: 336.758.5994  Email: gps@wfu.edu  

Contact GPS for all forms and applications or visit http://global.wfu.edu/global-abroad/international-travel-forms/