

Participant Release Checklist-International Trip

All students at Eastern Connecticut State University wishing to participate in a Global Field Course (GFC) must complete the following forms. All original documents must be completed and submitted to Global Learning. If a student fails to complete all necessary academic coursework prior to travel, then the university reserves the right to terminate travel permissions for that student without refund.

Name of Student:

Instructor:

Destination of Global Field Course:

Term: Spring, 2025

Form	Directions	Completed
Commitment Form Deadline: December 4	All students submit via the linked Microsoft Form.	<input type="checkbox"/>
Student Conduct Form Deadline: December 4	All students submit via the linked Adobe Web Form.	<input type="checkbox"/>
Scanned Color Copy of Valid Passport Deadline: January 24	Only required for out of country GFC. Please upload a color copy of your valid passport via the linked Microsoft Form. For scanning or uploading issues, contact Global Learning. Tip: Scan in "Notes" app of an iPhone.	<input type="checkbox"/>
Health and Safety Agreement Deadline: January 24	All students submit via the linked Adobe Web Form.	<input type="checkbox"/>
Purchase CISI Coverage *Please use this specific hyperlink. Deadline: April 15	All students must purchase insurance through the specific hyperlink to the left. Once purchased, the office will receive confirmation (no need to upload separately)	<input type="checkbox"/>
Upload Proof of Registration Deadline: April 15	Click the link below to register: Register for Smart Traveler Enrollment Program (STEP) Once registered, upload proof of registration via the linked Microsoft Form.	<input type="checkbox"/>
Microsoft Authenticator App Deadline: Prior to travel date.	Recommended for international trips. Install and log in prior to trip. Not required to submit proof to the office.	<input type="checkbox"/>
Purchase Traveler Insurance	In the event you're unable to participate in the trip after submitting payment, no refunds are available. Optional travel insurance may help recover costs in case of an individual emergency. If purchased, it will be done independently, not through Eastern.	

By signing below, I, the Director of Co-Curricular Academic Programming, attest that the student has completed all necessary documents and is able to participate in the Global Field Course.

Signature

Date