



### **Participant Release Checklist**

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 the Office of 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:

Form	Persons Involved	Completed
<a href="#">Commitment, Student Conduct Check, and Picture/Video Consent Form</a> <b>Deadline: December 18.</b>	Requires student submission via the linked Microsoft Form.	
<a href="#">Scanned Color Copy of Valid Passport</a> <b>Deadline: January 16</b>	Only required for out of country GFC. Please upload a color copy of your valid passport via the emailed link you received from the Global Learning Office. This document can be scanned in the “Notes” app of in an iPhone OR by bringing your passport to campus for the designated class period with the Global Learning Office.	
<a href="#">Health and Safety Agreement</a> <b>Deadline: January 16</b>	Requires student submission via the linked Adobe Web Form.	
<a href="#">Purchase CISI Coverage</a> *Please use this specific hyperlink. <b>Deadline: Prior to travel date.</b>	Please wait for further instruction on purchasing insurance coverage.	
<a href="#">Register for Smart Traveler Enrollment Program (STEP)</a> <a href="#">Please upload proof of registration here</a> <b>Deadline: Prior to travel date.</b>	Only required for out of country GFC.	
Microsoft Authenticator App <b>Deadline: Prior to travel date.</b>	Recommended for international trips. Install and log in prior to trip. Not required to submit proof to the office.	
Purchase traveler insurance	It is recommended to purchase traveler insurance in case of trip cancellations. This is optional.	

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