

Instructions for Independent International Travel

If you plan to travel abroad on an independent program (not a Wang Center program) that meets any of these categories, you must complete the process as described below.

Independent International Travel is defined as:

- A) Funded by PLU
- B) Used to meet a PLU degree requirement and/or
- C) For PLU credit*

** Only students who plan to earn Independent Study Credit must complete the registration components of these instructions. All other requirements apply to all three categories of independent travel.*

NOTE: If you are pursuing an international internship, contact Dawn Rinehart in Career Connections (intern@plu.edu)

1. Verify that the destination does not have a current US State Department Travel Advisory; PLU does not support travel to areas with an active level 3 or 4 Travel Advisory.
<https://travel.state.gov/content/travel/en/international-travel.html>
2. Schedule an appointment with Sue Liden, Director of Risk Services to request the required forms and review PLU's international travel insurance coverage (lidensj@plu.edu)
3. Submit Required Forms as indicated **no later than the last day of the term before** the proposed independent travel or **90 days prior to scheduled date of independent travel** whichever date is earliest:
 - Submit an *online* Independent Travel Registration itinerary
<http://studyaway.plu.edu/?go=TravelBrochure>
 - Submit PLU Statement of Responsibility and Authorization form to Sue Liden
 - Submit Health Form for Travel to Sue Liden (appointment with medical provider required; may be completed at the PLU Health Center)
 - Submit a Risk Management Plan to Sue Liden
 - Complete the Alcohol & Sexual Assault module in Terra Dotta
 - Research involving human participants reviewed and approved by the HPRB
 - If registering for PLU credit, follow the instructions on the form below
4. Register for STEP <https://step.state.gov/step/>

INDEPENDENT STUDY ABROAD REGISTRATION

Return to Student Financial Services or the Registrar's Office no later than the last day of the term prior to travel.

Please complete one form for each Independent Study registration.

PRINT: Student Name

Student ID Number

Study Away Location

Course Prefix*

Number*

Course Title* (longer than 30 characters will be abbreviated)

Credits*

Term/Year

Instructor Name

Instructor Signature

Date

Wang Center Advisor Name

Wang Center Advisor Signature

Date

**If Independent Study is not numbered 491, refer to current catalog for course title, prefix, number, & credits.*