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 the Assistant Director for Career and Experiential Learning.

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 **four weeks 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
   - If registering for PLU credit, follow the instructions on the form below

4. Register for STEP https://step.state.gov/step/

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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.

<table>
<thead>
<tr>
<th>PRINT: Student Name</th>
<th>Student ID Number</th>
<th>Study Away Location</th>
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<table>
<thead>
<tr>
<th>Course Prefix*</th>
<th>Number*</th>
<th>Course Title* (longer than 30 characters will be abbreviated)</th>
<th>Credits*</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Name</td>
<td>Instructor Signature</td>
<td>Date</td>
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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.