

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/>

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.*