



Office of International Studies
Montana State University-Billings
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 E-mail: ois@msubillings.edu
studyabroad@msubillings.edu
 Web: <http://www.msubillings.edu/internationalstudies/>

Request to Lead a Student Group Abroad Form

Faculty intending to lead a group of students abroad must complete and submit this form in order to receive approval to lead a faculty-led program. Please submit this form to:

The Office of International Studies, Attn: Study Abroad Coordinator, MSU-Billings

PERSONAL INFORMATION		
Group Leader:		
Department:		
Office Phone:	E-mail Address:	
Co-Leader:	Is the Co-Leader associated with MSUB?	Y N
<i>If no, please explain the co-leader's qualifications to fill role:</i>		
Department:		
Office Phone:	E-mail Address:	
ACADEMIC INFORMATION		
Course Title:	Course Number:	Credit Amount:
Course Term (<i>credited</i>):	Dept.:	College:
PROGRAM SPECIFICS		
Program Name:		
Min. # of Participants:	Max. # of Participants:	
Program Destination(s) / (City, Country):		
Departure Date:	Return Date:	
BUDGET SUMMARY		
Faculty Leader Compensation:	Faculty Compensation Method:	
Co-Leader Compensation: <i>(if applicable)</i>	Co-Leader Compensation Method: <i>(if applicable)</i>	
Total Leader/Co-Leader Expenses:	Approved Program Fee/Student:	
INTERNATIONAL TRAVEL POLICY LOGISTICS		
Are there any State Department travel advisories (http://travel.state.gov) in country you will visit? If yes, please describe or print the information from the website and attach.		Y N
Are there any CDC advisories (http://www.cdc.gov/travel/destinat.htm) in country you will visit? If yes, please describe or print the information from the website and attach.		Y N
I have read, understand, and agree to comply with MSU's international travel policy regarding group travel. (http://www.montana.edu/policy/international_travel/)		Y N

NOTE: As the primary faculty leader, it is your responsibility to ensure that the following information is submitted to Office of International Studies 30 days prior to departure:

- a) Detailed travel registry, including: 1) full legal names of all group participants; 2) a copy of the identification page from each participant's passport; 3) a detailed itinerary of the group's travel plans, including all contractors, hotels, travel agencies, etc.; 4) contact information (including contact abroad and emergency contact) NOTE: Any revisions to the travel plan that occur on the trip must be updated in the Travel Registry.
- b) Communication Plan: In accordance with the International Travel Policy Group Leaders must submit a communication plan that will provide the ability to communicate with the University throughout the program.

SIGNATURES

Group Leader

Date

Department Head (*Group Leader*)

Date

Dean/Director (*Group Leader*)

Date

Co-Leader

Date

Department Head (*Co-Leader*)

Date

Dean/Director (*Co-Leader*)

Date

Provost

Date

Director of International Studies

Date

Once you have obtained the required signatures above, send the hard copy form for final approval to:

Office of International Studies
Attn: Abby Cook, Study Abroad Coordinator
McDonald Hall, 162
Billings, MT 59101