

Final Approval Forms for Study Tour Program for Program Organizers

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*The completed form must be submitted for approvals three weeks before the date of departure.*

**Study Tour (ST) Ref#**

**Study Tour Title**

**Organizer**

**Chaperone(s)**

**Trip Destination(s)**

**Departure Date, Time, Location**

**Return Date, Time, Location**

**Number of Students Travelling**

**Cost Per Student (include currency)**

**Maximum Advance to be Released to Program Organizer Prior to Program:**

*Please use the following as a checklist to ensure that all requirements have been met.*

**All students have signed and uploaded the following documents on iLearn:**

Parent’s/Guardian Consent for Travel Form

AUS Agreement and Release of Liability form

Student Agreement/Code of Conduct form

Student Emergency Information form

Copy of insurance proof or ID, if not organized through AUS policy (attach it to Student Emergency Information)

Copy of passport information page with photo and valid UAE Residence visa

**The program organizer must ensure that the following tasks have been completed:**

Given a list of AUS emergency numbers to students

Provided a full list of attending students, along with copies of passports and UAE visas, to IXO

Confirmed that travel/health insurance has been provided and approved by AUS

Provided hotel information, and roaming/or local mobile where the program organizer can be reached

 UAE embassy in the country where the travel is being planned has been informed by providing details of

the respective tour

1. **Provide the final and confirmed explanation of the program’s academic benefit to the students.**

1. **Please provide details of orientations held, including date(s), time(s) and materials covered.**

1. **Please list any major risks foreseen during this trip, plans for mitigating these risks, and plans for dealing with these risks should they occur.**

1. **Please provide a final, detailed itinerary, including specific flights, timings, locations, etc.**

1. **Please list hotel name(s) and contact details, and the organizer’s contact information during the study tour.**

1. **Please ensure that the UAE embassy in your destination country is emailed the details of the respective tour. Please confirm that this has been done by signing below.**

Signature of Program Organizer Date

**Please indicate whether there is any other information the university should be aware of regarding this trip.**

\_\_\_\_\_\_\_\_\_\_

Program Organizer Date Department Head or Date

Program Director

\_\_\_\_\_\_\_\_\_\_

Dean Date Director, International Exchange Office Date

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Vice Provost Date Provost Date

Office of Undergraduate Affairs

and Instruction

*Notes: Vice Provost will only sign for course-credit awarded course*

*After the Provost signs, please deliver the full packet to Director, International Exchange Office (IXO).*

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**Final List of Study Tour Participants Form**

|  |  |  |
| --- | --- | --- |
| **ST#:** | | |
| **Study Tour Title and Destination:** | | |
| **Program Organizer:** | | |
| **Departure Date from UAE:** | | |
| **Arrival Date to UAE:** | | |
| **Ser#** | **Name of Student** | **AUS ID#** |
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