INDIVIDUAL STUDENT REQUEST FORM
Intercultural Office

In addition to any program-specific approval process, the following information is required prior to approval of College-related international travel of any individual Messiah College students (please print clearly):

Student Name ____________________________________________________________

Today’s Date ____________________________________________________________

Campus Box Number _______________________ Cell Phone Number _________________

Reason for Travel ____________________________________________________________

Program Coordinator ____________________________________________________________

Partner Organization ____________________________________________________________

Academic Advisor ____________________________________________________________

Travel Timeframe ____________________________________________________________

Location(s) ____________________________________________________________
(List each city and country)

Signatures to be obtained by Student:

- Program Coordinator ________________________ Date: __________
  Has the above partner organization been approved by the College? (Check one)

  Yes ________  No ________
  (If no, Program Coordinator should attach completed Partner Organization Approval Form.)

After the above signatures are obtained, submit this form to the Intercultural Office, Larsen Student Union, Room 212 or via campus mail, Suite 3050, for the remaining signatures:

- Director of Intercultural Office ________________________ Date: __________
  On behalf of the International Risk Management Committee
  - Must be reviewed by International Risk Management Committee?
    - Yes _____  No _____

Once approved by all of the above individuals, final copies of this form will be sent to all of the above individuals, including the student’s academic advisor and Wendy Lippert, Assistant Director of Off-Campus Programs.

Students doing internships in their country of residence are exempt from this requirement.