Final Approval Forms for Study Tour Program for Program Organizers

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 submitted and signed the following documents:

☐ 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.

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

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

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

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

6. 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 attach copies of all documents signed by students travelling. Please indicate whether there is any other information the university should be aware of regarding to this trip.

Program Organizer

Date

Department Head or Program Director

Date

Dean

Date

Director, International Exchange Office

Date

Provost

Date

Note: After the Provost signs, please deliver the full packet to Director, International Exchange Office (IXO).
## Final List of Study Tour Participants Form

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<tr>
<th>ST#</th>
<th>Study Tour Title and Destination:</th>
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<td>Program Organizer:</td>
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<td>Departure Date from UAE:</td>
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<td>Arrival Date to UAE:</td>
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<thead>
<tr>
<th>Ser#</th>
<th>Name of Student</th>
<th>Gender (M/F)</th>
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<th>Nationality</th>
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