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| --- | --- | --- |
| **Overview of Trip/Tour Orientation** | | |
| International | Domestic |  |
| X |  | Passport & visas  Additional documents if not a US citizen |
| X | X | Financial Arrangements |
| X | X | Vaccinations (For destination country and return to U.S.)  Prescription medicines |
| X | X | Luggage limitations |
| X  X  X  X  X  X  X  X  X  X  X | X  X  X  X | Country-specific information <http://www.travel.state.gov> [http://studentsabroad.state.gov](http://studentsabroad.state.gov/)  <http://culturegrams.com>  Climate  Time difference  Methods of contacting home  Health care  Water & food safety  Cultural norms-flirting, dating, handshakes, hugs etc.  Safety/security – employ buddy system  Culturally sensitive dress  Photography – people, official buildings, bridges, military etc. |
| X |  | Accident/health/travel insurance |
| X  X  X  X | X  X | Emergency contact information (address, phone numbers, email, webpage)  Contacts at Southern  Contact info on trip  Contact information of embassy |
| X | X | Detailed Itinerary |
| X | X | Money/credit cards/ATM cards |
| X  X  X  X | X  X  X  X | Victim of crime - reporting  Theft  Theft/loss of passport  Assault/sexual assault |
| X  X  X  X | X  X  X  X | Criminal activity  Arrest, detention, injury, death  Drugs, alcohol  Violence |
| X  X | X  X | Response in case of emergency  Contact tour leader immediately |
| X |  | Team Building Experiences |
| X | X | Packing instructions |
| X | X | Tour Participant Code of conduct form |
| X | X | Release, Indemnity and Assumption of Risk Form |
| X | X | Student Occurrence Report Form |

**Detailed information for students participating in Trip**

**Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trip Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission and Purpose**

Southern Adventist University as a learning community nurtures Christ-likeness and encourages the pursuit of truth, wholeness, and a life of service.

Trips, tours, and other off-campus events contribute to the accomplishment of our mission in unique and specific ways. Students participate in these endeavors in order to learn about issues and communities in a global society. Many of these off-campus events are specifically oriented towards service and fulfilling the great commission (Matthew 28:18-20) to heal, teach, and make disciples. Trips/tours are considered a part of the student’s educational experience at Southern Adventist University. In all of these activities we seek the promised blessing of God and His presence.

**Passport, Visa & other documentation**

A current passport that expires no sooner than six months after the return date is required for travel. Your tour leader will inform you if a visa is needed for the country/countries you will be traveling to. Expenses for procuring passport and visas are the student’s responsibility and cannot be put on your bill. Make sure you apply for your passport in a timely fashion since it can take 6-8 weeks and that to get your visa, if required, necessitates sending your passport to the embassy in Washington D.C. which can take another 3-4 weeks. This means that unless you want to pay rush charges, you should start the process of procuring a passport about 5months before departure.

You should carry a copy of your passport in a safe place such as a money belt in case your original passport is lost or stolen. Having a copy will make obtaining replacement documents easier. It is recommended that you scan your passport and other travel documents, as well as credit cards, and emergency contact card and email those to yourself. In most cases your trip leader will either keep your passport or a copy of it throughout the trip.

If you are not a US citizen it is crucial that you have your **original** I-551 Permanent Resident Card (“green card”) or **original** I-20 visa documentation along with you on the trip. If you do not have those with you, you will not be allowed to reenter the United States.

Since certain items may not be brought into the United States and since the import of others is restricted, you can minimize problems in clearing customs by reading and following the guidelines found at <http://www.cbp.gov/xp/cgov/travel/vacation/kbyg> . Items you will not be able to bring into the country include agricultural products, drugs, animals, and weapons. If you take costly new items such as cameras and electronics on the trip with you, it is advisable to carry copies of receipts for those items with you so you can prove they were purchased prior to this trip.

**Financial Arrangements**

Trip cost is $\_\_\_\_\_\_\_\_\_\_\_\_ payable by \_\_\_\_\_\_\_\_\_\_. If this tour is a part of a class, or for academic credit, you need to fill out the Southern Adventist University Tour and Trip Authorization Form which you can obtain from the Student Finance office. Your trip leader should have provided you with a deposit and payment schedule when you signed up for the trip. If you don’t have this information yet, please ask your trip leader.

**Vaccinations and Medications**

According to the Center for Disease Control (CDC), ([http://wwwnc.cdc.gov/travel/destinations/list.aspx](http://wwwnc.cdc.gov/travel/destinations/list.aspx%20) ) entry into \_\_\_\_\_\_\_\_\_\_ requires \_\_\_\_\_\_\_\_\_\_\_ vaccine(s). Vaccinations can be obtained from the University Health Services and/or County Health Department provided you make an appointment ahead of time. If traveling to areas where malaria is prevalent, taking anti-malarial drugs is highly recommended. Check with your health-care provider for guidance on what you should take and get a prescription for that medication. If you are taking any other prescription medications, make sure you have a sufficient supply and take those with you. In order to avoid potential difficulty with customs officials, please make sure they are in the original container with your name on it. This is especially true if they are narcotics of any kind.

Other helpful information on traveler health which is country-specific is also found on the CDC website (<http://wwwnc.cdc.gov/travel/destinations/list.aspx> )

**Luggage limitations**

Each participant is allowed to bring \_\_\_\_\_\_ checked bag(s) with a \_\_\_\_\_pound limit as well as one carry-on and one small personal item (eg. purse, laptop bag, camera case, etc) onto the airplane. A charge for additional checked baggage beyond one suitcase is to be expected. In order to make the trip as pleasant for yourself as possible, it is recommended that you pack light. For suggestions you can see packing instructions further down in this document.

In packing your carry-on luggage, remember that Federal Transportation Security Administration (<http://www.tsa.gov/index.shtm>) allows you to include liquids, creams, and toothpaste in one 1-quart-sized, clear plastic bag with liquids contained in 3.4 ounce (100ml) bottles or less (by volume). This quart bag must be removed from your luggage and placed in bins when going through airport security checkpoints. (Larger quantities must be packed in your checked luggage.) Knives, even small ones, fingernail files, scissors, etc. may not be carried on board an aircraft. If you have any of those in your carryon luggage, they will be taken away from you. In order to clear security water bottles must be empty.

**Country-specific information**

Extremely useful information about the country/countries we will be visiting can be found on the following US State Department websites: [http://www.travel.state.gov](http://www.travel.state.gov/) [http://studentsabroad.state.gov](http://studentsabroad.state.gov/). Before leaving campus you should spend an hour or two studying the important and potentially life- saving information on the students abroad website cited above. It will acquaint you with information that will maximize your safety while minimizing the possibility of directing negative attention to yourself. While this document gives some information about dealing with situations arising out of criminal activity, information in this document is heavily dependent on State Department information. Another good source of country-specific information is found at [http://culturegrams.com](http://culturegrams.com/). That organization has 4-page reports on individual countries which go into topics including history, religion, greetings, gestures, arts, holidays, events and trends etc. Minimal costs are associated with these downloadable reports.

**Your trip leader will** insert country-specific information pertaining to:

1. **climate**,
2. **time difference**,
3. Contacting home, discuss **methods of contact** that are available including telephone and what codes are necessary to call the U.S.; internet access etc.
4. availability and methods of accessing **health care**,
5. **water & food safety**,
6. cultural norms of **gender relations** including information that defines flirting, dating, appropriate physical contact including handshakes, hugs etc.
7. **safety/security** – employ a **buddy system** at all times but especially if engaging in any non-group activities
8. detailed information on what constitutes **culturally sensitive dress** for various activities that will be a part of the trip such as church, working, tourist activities, swimming, etc. As this is an official trip sponsored by Southern Adventist University, standards of conduct and dress as articulated in the Student Handbook apply.
9. **Photography/videography** – people, official buildings, bridges, military etc. In some cultures one should only take pictures of people with their express permission which may come with a price. In some countries photography/videography of government buildings, bridges, military & police facilities and personnel are forbidden and may even be against the law. In some places photographing /videotaping places of worship, especially inside, is considered to be rude, a disturbance to the worshippers, and against the ethics of visiting the place of worship.

**International Accident/health/travel insurance**

A basic travel insurance policy has been taken out for each trip participant through Southern Adventist University’s Risk Management department. This coverage is good worldwide and includes coverage for accidental death and dismemberment (limit $5,000); basic medical (limit $140,000); personal effects/baggage (limit $1,500); emergency evacuation and repatriation (limit $500,000); and trip cancellation (limit $800). For more details see the insurance packet provided to the trip leader. Details of coverage are subject to change and the latest information is available from the Risk Management Office.

Students who have purchased Student Health Insurance, underwritten by United Health Care, have international coverage through Global Emergency Services. Details of coverage are subject to change and the latest information is available from the Risk Management Office.

In case of an injury/accident it is essential to fill out the Student Incident Report attached to this package. All witnesses of the incident should fill out a report and turn these in to the trip leader

**Emergency contact information**

The trip leader will provide each student with a wallet-sized card which contains:

1. Contacts at Southern
   1. Kevin Penrod, Director, Campus Safety, 423-463-4782 (c); 423-236-2100 (o); [penrodk@southern.edu](mailto:penrodk@southern.edu).
   2. David Smith, President 423-236-2800(o); 402-202-1560(c); [president@southern.edu](mailto:president@southern.edu)
   3. Bob Young, VP Academic Admin 423-236-2804(o);423-260-0597(c); [ryoung@southern.edu](mailto:ryoung@southern.edu)
   4. Tom Verrill, VP Finance 423-236-2815; 423-399-8997(c); [tverrill@southern.edu](mailto:tverrill@southern.edu)
   5. Dennis Negron, VP Student Services 423-236-2813 (o); 423-432-1326(h); [negron@southern.edu](mailto:negron@southern.edu).
2. Contact info on trip (trip leader, local hosts)
3. Contact information for host country denominational entities such as conference office, college, Adventist hospital
4. Contact information of embassy (in country/countries being visited)

In providing this information include names, address, telephone number, email address.

**Detailed Itinerary**

Trip leaders will furnish each participant with a detailed itinerary providing information on flights, accommodations, dates & times for trips/tours etc.

**Money/credit cards/ATM cards**

The trip leader will inform participants about the amount of spending money they should take along, what, if anything, they will need money for; using American currency vs. using local currency as well as the best means of exchanging money using ATM’s, exchange bureaus, banks; as well as the use of credit cards if applicable.

**In case of emergency**

If you find yourself in any situation which you consider to be an emergency or difficult situation, immediately contact the trip leader who is your primary contact person to help you manage the crisis, whatever that may be. This may include but is not limited to: accident, injury, being a victim of a crime, being threatened either physically or emotionally, being accused of having committed a crime etc. Threats and acts of violence could be directed towards a trip participant by another member of the trip or by individuals who are native to the country being visited.

**Information pertaining to Criminal Activity**

The following pages are taken directly from the U.S. Department of State website and gives specific information for travelers who have been accused of criminal activity or become the victims of crime including theft of their U.S. Passports. In case it is necessary to contact the State Departments Overseas Citizens Service within the US call 1-888-407-4747 or from overseas: 202-501-4444.

**Packing instruction – Your trip leader will** provide guidelines to assist you in packing for your trip.

**Forms**

Attached on the back are three important forms, plus a fourth form which may be needed if you are participating in a trip/tour which offers academic credit.

1. Southern Adventist University Release, Indemnity and Assumption of Risk Agreement form which must be filled out and given to the Southern Adventist University Risk Management office.
2. Standard of Conduct for Trip Participants form. This form must be signed by each tour participant. The original is kept by the tour leader and a copy is given to Academic Administration and filed in the Trip Sharepoint site.
3. The Southern Adventist University Tour and Trip Authorization Form (available from the Student Finance office) mentioned earlier needs to be filled out if tour participants are obtaining academic credit and paying for all or part of the tour through their student accounts at the University.
4. Student Incident Report form needs to be in student packets and taken on the trip and filled out in the event of an injury/accident etc. In that event, it needs to be given to the trip leader as soon as possible. The trip leader will give all completed forms to the Risk Management Director immediately upon return. Each individual involved in the incident needs to complete a form and give it to the trip leader. There may also be a need for witnesses to complete an Incident Report.

### Arrest/Detention of an American Citizen Abroad

One of the most important tasks of the Department of State and of U.S. embassies and consulates abroad is to provide assistance to U.S. citizens incarcerated abroad. The State Department is committed to ensuring fair and humane treatment for American citizens imprisoned overseas. We stand ready to assist incarcerated citizens and their families within the limits of our authority in accordance with international law.

We can and do monitor conditions in foreign prisons and can protest allegations of abuse against U.S. citizen prisoners when requested to do so. We work with prison officials to ensure treatment consistent with internationally recognized standards of human rights and to ensure that Americans are afforded due process under local laws.

While in a foreign country, a U.S. citizen is subject to that country's laws and regulations which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. As our [Country Specific Information](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) explain, penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating the law, even unknowingly, may be expelled, fined, arrested, or imprisoned.

Penalties for possession, use, or trafficking in illegal drugs are strict and convicted offenders can expect jail sentences and fines. If arrested abroad, a citizen must go through the foreign legal process for being charged or indicted, prosecuted, possibly convicted and sentenced, and for any appeals process. Within this framework, U.S. consular officers provide a wide variety of services to U.S. citizens arrested abroad and their families.

**Death or Injury of an American Citizen Abroad**

**Death**

When an American dies abroad, the Bureau of Consular Affairs must locate and inform the next-of-kin. Sometimes discovering the next-of-kin is difficult. If the American’s name is known, the Bureau’s Office of Passport Services will search for his or her passport application.

The Bureau of Consular Affairs provides guidance to grieving family members on how to make arrangements for local burial or return of the remains to the U.S. The disposition of remains is affected by local laws, customs, and facilities, which are often vastly different from those in the U.S. The Bureau of Consular Affairs relays the family’s instructions and necessary private funds to cover the costs involved to the embassy or consulate. The Department of State has no funds to assist in the return of remains or ashes of American citizens who die abroad. Upon completion of all formalities, the consular officer abroad prepares an official Foreign Service Report of Death, based upon the local death certificate, and sends it to the next-of-kin or legal representative for use in U.S. courts to settle estate matters.

A U.S. consular officer overseas has statutory responsibility for the personal estate of an American who dies abroad if the deceased has no legal representative in the country where the death occurred. The consular officer takes possession of personal effects, such as:

|  |  |
| --- | --- |
| * convertible assets * apparel | * jewelry * personal documents and papers. |

The officer prepares an inventory and then carries out instructions from members of the deceased’s family concerning the effects. In Washington, the Bureau of Consular Affairs gives next-of-kin guidance on procedures to follow in preparing Letters Testamentary, Letters of Administration, and Affidavits of Next-of-Kin as acceptable evidence of legal claim of an estate.

**Injury**

In the case of an injured American, the embassy or consulate abroad notifies the Office of Citizen Services, which notifies family members in the U.S. The Bureau of Consular Affairs can assist in sending private funds to the injured American; frequently it collects information on the individual’s prior medical history and forwards it to the embassy or consulate. When necessary, the State Department assists in arranging the return of the injured American to the U.S. commercially, with appropriate medical escort, via commercial air ambulance or, occasionally, by U.S. Air Force medical evacuation aircraft. The use of Air Force facilities for a medical evacuation is authorized only under certain stringent conditions, and when commercial evacuation is not possible. The full expense must be borne by the injured American or his family.

### HELP FOR AMERICAN VICTIMS OF CRIME OVERSEAS

The Bureau of Consular Affairs, Overseas Citizens Services is committed to assisting American citizens who become victims of crime while traveling, working, or residing abroad.  Government officials, known as consuls or consular officers, at embassies and consulates in nearly 250 cities throughout the world are responsible for assisting U.S. citizens who may be traveling, working, or residing abroad.  In addition, in approximately 50 cities where a significant number of Americans reside or visit and there is no U.S. embassy or consulate, consular agents provide emergency assistance to U.S. citizens.  Consuls, consular agents, and local employees work with their counterparts in the Bureau of Consular Affairs Overseas Citizens Services Office in Washington, D.C. to provide emergency and non-emergency services to Americans abroad.

**How to Contact Us**

Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at embassies, consulates, and consular agencies overseas and in Washington, D.C.  To contact the Office of Overseas Citizens Services in the U.S. call 1-888-407-4747 (during business hours) or 202-647-5225 (after hours).  Contact information for U.S. embassies, consulates, and consular agencies overseas is on this Internet site.

**If You Are the Victim of a Crime Overseas**

Contact the nearest U.S. embassy, consulate, or consular agency for assistance.

Contact local police to report the incident and obtain immediate help with safety concerns.  Request a copy of the police report.

**Consular Assistance to American Crime Victims**

Consular personnel can provide assistance to crime victims. When a U.S. citizen becomes the victim of a crime overseas, he or she may suffer physical, emotional, or financial injuries.  Additionally, the emotional impact of the crime may be intensified because the victim is in unfamiliar surroundings.  The victim may not be near sources of comfort and support, fluent in the local language, or knowledgeable about local laws and customs.

Consuls, consular agents, and local employees at overseas posts are familiar with local government agencies and resources in the country where they work.  They can help American crime victims with issues such as:

Replacing a stolen passport;

Contacting family, friends, or employers;

Obtaining appropriate medical care;

Addressing emergency needs that arise as a result of the crime;

Obtaining general information about the local criminal justice process and information about your case;

Obtaining information about local resources to assist victims, including foreign crime victim compensation programs;

Obtaining information about crime victim assistance and compensation programs in the U.S.; and

Obtaining a list of local attorneys who speak English.

Consular officials cannot, however, investigate crimes, provide legal advice or represent you in court, serve as official interpreters or translators, or pay legal, medical, or other fees for you.

**Individual Reactions to Crime Victimization**

How individuals react to being the victim of a crime will vary from person to person.  Reactions are affected by individual factors such as how the victim handles stress, the nature and duration of the crime, the physical safety of the victim, and the number and type of support systems available.  Reactions to a crime may be immediate or delayed.  The physical, emotional, or cognitive (involving thinking ability) symptoms a victim may experience could include nausea, headaches, fatigue, hyperventilation, or sleeping problems.  Some victims report feelings of anxiety or fear, hyper-vigilance, guilt, anger, or isolation.  Some experience difficulty making decisions, short-term memory problems, difficulty concentrating, or recurring memories of the crime.

It is important to realize that these are normal feelings, behaviors and reactions to an abnormal event.  One of the first things to pay attention to is your need to feel safer.  Addressing safety concerns and receiving emotional support can help.  For most victims the reactions described above diminish with time.  If these reactions persist and are disrupting your life or getting worse after three or four weeks, you should consider seeking professional assistance.

**Resources and Information for Crime Victims:**

*Victim Assistance* : If you are the victim of a crime while overseas you may benefit from specialized resources for crime victims available in the U.S.  Throughout the United States thousands of local crime victim assistance programs offer help to victims of violent crime and most will help residents of their community who have been the victim of a crime in another country. These include rape crisis counseling programs, shelter and counseling programs for battered women, support groups and bereavement counseling for family members of homicide victims, diagnostic and treatment programs for child abuse victims, assistance for victims of drunk driving crashes, and others.  Information about locating crime victim assistance programs is below.

*Victim Compensation* : All states operate crime victim compensation programs and nearly half of them offer benefits to their residents who are victims of violent crime overseas.  (See contact information for state compensation programs below.)  These state compensation programs provide financial assistance to eligible victims for reimbursement of expenses such as medical treatment, counseling, funeral costs, lost income or loss of support, and others.  Generally victim compensation programs require the victim to report the crime to law enforcement and they usually request a copy of the police report.

**Contact Information for Victim Compensation and Assistance Programs:**

Information about each state’s crime victim compensation program and how to apply for compensation is available on the Internet at the web site of the National Association of Crime Victim Compensation Boards, [http://www.nacvcb.org](http://www.nacvcb.org/)

### Crisis Abroad Involving American Citizens

When a crisis occurs abroad, such as a natural disaster, transportation accident, civil or political unrest or a terrorist incident, the Department of State and the U.S. Embassy abroad utilize a variety of means to communicate with the American public.

**If You Are in a Foreign Country Involved in a Crisis:**

* Monitor the Department of State, [Bureau of Consular Affairs home page](http://travel.state.gov/index.html) and the [home page for the U.S. Embassy in the foreign country](http://travel.state.gov/travel/tips/embassies/embassies_1214.html) for up-to-date information about the crisis.
* If a crisis occurs in a country you are visiting, contact your family in the United States to reassure them of your whereabouts and safety.
* Contact the U.S. Embassy or Consulate if you need help.
* Be sure to [register with the U.S. Embassy or Consulate on-line](https://travelregistration.state.gov), by phone, email, fax or in person.  Registration helps consular staff contact you if necessary and allows you to receive situation updates.
* Monitor Voice of America and BBC broadcasts for announcements.

### LOST AND STOLEN U.S. PASSPORTS ABROAD

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| --- |
| **Q. WHAT SHOULD A U.S. CITIZENS DO IF THEIR PASSPORT IS LOST OR STOLEN ABROAD?**  **A.** Contact the nearest [U.S. embassy or consulate](http://www.travel.state.gov/travel/tips/embassies/embassies_1214.html) for assistance. Phone numbers for U.S. embassies and consulates are also available in our [Country Specific Information](http://www.travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html) and [Key Officers](http://foia.state.gov/MMS/KOH/keyofficers.asp) handbook. You will need to speak to the American Citizens Services unit of the Consular Section. If you are scheduled to leave the foreign country shortly, please provide the Consular Section with details regarding your departure schedule. Every effort will be made to assist you quickly. You will also be directed to where you can obtain the required passport photos.  If you are notified by a relative or friend that their U.S. passport has been lost/stolen, you may wish to contact Overseas Citizens Services , (202) 647-5225 at the U.S. Department of State in Washington, D.C. providing as much information about possible about the person's who needs passport services abroad. This will assist us in trying to verify the person's previous passport, clearing the person's name through the Department Passport Name Check System, and relaying this information to the U.S. embassy or consulate. Your relative/friend must apply for a new passport at the nearest U.S. embassy or consulate.  **Q. WHAT ARE THE REQUIREMENTS TO OBTAIN A REPLACEMENT PASSPORT?**  **A.** You will need to complete a new [passport application](http://www.travel.state.gov/passport/forms/ds11/ds11_842.html) . The consular officer taking an application for replacement of a lost, stolen, or misplaced passport must be reasonably satisfied as to your identity and citizenship before issuing the replacement. In virtually all cases this can be done through examination of whatever citizenship and identity documents are available, conversations with the applicant, close observation of demeanor and replies to questions asked, and discussions with the applicant’s travelling companions or contacts in the United States. Please note the [new requirements for passports for minors under the age of 14](http://www.travel.state.gov/passport/get/minors/minors_834.html) and how this will change the way passport applications for minors are handled abroad.  **Q. WHAT INFORMATION WILL I NEED TO PROVIDE THE CONSULAR OFFICER?**  **A.** You will be asked for certain information to assist in verifying your citizenship:  **1. Personal Data:** (including, but not limited to)   * your name * date of birth * place of birth * passport number (if available) * date and place where your passport was issued   If you can provide the U.S. embassy or consulate with a photocopy of your passport identification page, that will make getting a new passport easier since your citizenship and identity information would be more readily available.  **2. Affidavit Regarding Loss/Theft of the Passport/Police Report:**  When you report the loss, theft, or misplacement of your passport you must execute an affidavit fully describing the circumstances under which it was lost, stolen. U.S. Department of State form [DS-64](http://www.travel.state.gov/pdf/DS-0064.pdf) may be used for this purpose, or you may simply execute a sworn statement before the consular officer describing what happened. A police report is **not** mandatory but may be required when the embassy/consulate believes a problem may exist such as possible fraud. An applicant eligible to receive a passport should not be placed in circumstances to miss a plane or unreasonably delay travel to obtain a police report.  **3. Citizenship Verification and Name Clearance:**  The U.S. embassy/consulate will confirm your previous passport issuance through our Passport Verification System or by requesting that Overseas Citizens Services , (202) 647-5225, in the U.S. Department of State retrieve the actual passport application. The consular section will also attempt to clear your name through the U.S. Department of State name check system to ensure there is nothing preventing issuance of a U.S. passport to you (for example: outstanding arrest warrant, court order, etc.) See [22 CFR 51.70](http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=22&PART=51&SECTION=70&YEAR=1999&TYPE=TEXT) .  **4. Proof of Identity:**  You will also be asked for some proof of your identity. If all your personal papers were lost or stolen with your passport, your identity can be established in a number of ways. In most cases the problem of identity is resolved quickly. It should be noted, however, that if there is any indication of possible fraud the consular officer may request additional documentation or other information.  **Information From Consular Interview:** The consular officer may be satisfied as to your identity based on the interview with you, or may require other information.  **Identifying Witness:** Persons traveling with a group or with friends, family or associates in the foreign country can have such a person execute an affidavit of an identifying witness before the consular officer. An identifying witness does not have to be a U.S. citizen.  **Information From Family, Friends or Associates in the United States:** If you are travelling alone and do not know anyone in the foreign country who can attest to your identity, your family, friends, or associates in the U.S. may contact the consular officer by phone or fax confirming your identity. This is usually quite informal. In emergency situations, your contacts may also communicate with the U.S. Department of State, that Overseas Citizens Services , (202) 647-5225.  **Information From Previous Passport Records:** If necessary, information about your identity may be obtained from your previous passport application which may have to be retrieved by Overseas Citizens Services , (202) 647-5225, in the U.S. Department of State from the Federal Records Center which is located outside of Washington, D.C.  **Q. WILL THE REPLACEMENT PASSPORT BE ISSUED FOR THE FULL 10-YEAR VALIDITY PERIOD FOR AN ADULT?**  **A.** Replacements for lost passports are normally issued for the full 10-year period of validity for adults. Occasionally, cases will arise in which the consular officer has some lingering doubt because of statements made by the applicant, or other circumstances, but is still reasonably satisfied as to identity and citizenship. If there is not time to request and receive the Department’s verification, a passport limited to 3 months may be issued. Limited passports may also be issued in cases in which an applicant has, by mistake, packed the passport with luggage being sent to another location, left the passport at home, perhaps in another country, but has to travel immediately, lost or been robbed of multiple passports in a short timespan, etc. When issuing a limited passport in an emergency situation, consular officers will carefully explain to the applicant that the passport is limited for the duration of the present trip only. When the applicant returns to the United States and wishes to travel again internationally, the applicant will have to apply for a replacement passport and pay the regular fee.  **Q. ARE FEES CHARGED FOR REPLACEMENT OF LOST/STOLEN PASSPORTS ABROAD?**  **A.** The normal passport fees are collected from applicants for replacement passports. Applicants will be asked to provide names of persons they feel would be able to assist them financially if there is sufficient time. See our information about Financial Assistance to U.S. citizens abroad and [Learn About Sending Money Overseas to U.S. Citizen in an Emergency](http://www.travel.state.gov/travel/tips/brochures/brochures_1224.html) .  However, if:   * the applicant’s money and documents have been lost or stolen, or * the applicant is a victim of a disaster   and the applicant does not have and cannot reasonably be expected to obtain money to pay the fees before continuing travel, no passport fee will be charged and a limited validity passport will be issued. When the person applies for a full validity passport on their return to the United States the regular passport fee will be charged for the replacement passport. |

**SOUTHERN ADVENTIST UNIVERSITY**

**RELEASE, INDEMNITY AND ASSUMPTION OF RISK AGREEMENT**

Use the Student Release Long Form from the Academic Administration site, under Forms for Faculty.

Southern Adventist University

Standard of Conduct for Trip Participants

I understand that that country I am traveling to has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior which violates those laws or standards could harm me or my health, as well as the University’s and the Seventh-day Adventist Church’s relations with this country and the institutions therein. I have become informed of, and will abide by all such laws and standards for each country to or through which I travel during the trip abroad. Even if the country has cultural norms and standards which could be viewed as more lax than those of Southern Adventist University, I will abide by the University’s codes of conduct as articulated by *Student Handbook* and the trip leader.

I will comply with the University’s rules and standards as published in the Student Handbook, as well as any instructions for student behavior specific to this trip. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions.

I agree that Southern Adventist University and the trip leader have the right to enforce the standards of conduct described above, and that the University or trip leader may impose sanctions, up to and including immediate expulsion from the trip or from the University for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the trip program, or other participants. I recognize that due to the circumstances of foreign travel and service, procedures for notice, hearing, and appeal to student disciplinary proceedings at the University do not apply. If I am expelled from the trip, I consent to being sent home at my own expense with no refund of fees.

I will attend to any legal problems I encounter with any foreign nationals or government of the host country. Southern Adventist University is not responsible for providing any assistance under such circumstances.

I have participated in pre-trip orientation session(s) and received a packet of trip orientation guidelines. To the best of my ability I will do what I can to make this trip a positive and safe one for all participants.

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Participant Signature Date

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Participant Printed Name Date

**SOUTHERN ADVENTIST UNIVERSITY**

**Student Incident Report**

Student Name ID

Date/Time of incident Location of occurrence

Description of incident

*Continue on back if necessary*

Cause(s) of incident

Date/Time reported

Name/Title of person incident was reported to

Immediate action taken

Follow-up care needed

Recommended dates for follow-up

Recommendation(s) for prevention of further incidents

Comments

Name of participant

Signature of participant

Signature of group leader

Signature of witness

Contact information of witness

Date