

## Explanation of Required Documents

This section is a guide to the forms you will find in your packet as well as the paperwork you are required to complete for your program. Please be certain to review it to ensure that you are completing all necessary forms prior to your departure date.

### **Taxable Income Information Letter** – (page 6)

Please read this letter carefully and keep it for reference when you are completing your taxes in the spring. (Please note that you also received this letter with your award notification.)

### **Notre Dame International - Travel Registry**

You are required to complete the process for University approval in order to participate in the program for which you have received funding from the Kellogg Institute. This process involves completing the **Notre Dame Travel Registry** at <http://ndi-tr.nd.edu>. When you complete the registry, you will be asked to sign a number of documents that you will be expected to **print and bring to the Kellogg Institute** to demonstrate these have been completed. The following documents are a part of this process and must be on file with the Kellogg Institute in order for you to receive your funding:

- Decision letter
- Waivers - 2 (Statement of Responsibility, Release and Agreement to Participate in an International Program and Waiver, Release and Indemnification Agreement)

### **GeoBlue Insurance**

The University of Notre Dame requires that you have the proper health insurance when traveling abroad. The University partners with GeoBlue ([www.geobluestudents.com](http://www.geobluestudents.com)) and you should purchase insurance through them. You must forward the confirmation email to Rachel as proof of purchase.

### **International Workbook** – (page 7)

The workbook is a part of your preparation to travel abroad and must be completed before you can receive your financial award. **You can find this workbook at [kellogg.nd.edu/students/current.shtml](http://kellogg.nd.edu/students/current.shtml)**. The responses to all questions should be typed.

### **Emergency Contact Information** – (page 10)

This is a Google form that will be used in case of emergencies. Please ensure that the form is filled out completely and accurately. **You will receive the link to the Google form in an email from Rachel the night of the Requirements Orientation. This form is due by May 1<sup>st</sup>.**

### **IRB Approval**

Any project that involves the use of human subjects must be approved by the Human Subjects Institutional Review Board. For details of the procedure, please go to <https://research.nd.edu/our-services/compliance/human-research/>

Note that many frequently asked questions are answered at <http://or.nd.edu/research->

[compliance/human-subjects-research/student-research-faq/](#)

Committee approval must be completed and submitted to the Kellogg Institute before funding can be received.

## **Deadline for Required Paperwork**

Spring recipients: **Friday, April 21**

### **Funding**

Please be aware that you cannot be paid until all forms are completed and submitted to the Kellogg Institute. Once all forms are received by Kellogg, we will initiate the request for payment. Please note that multiple University offices are involved with payment processing, and it may take several weeks for your check to be issued.

All questions regarding funding should be submitted to Rachel.