

## 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 trip. Forms indicated with an asterisk (\*) are available online at [kellogg.nd.edu/students/current.shtml](http://kellogg.nd.edu/students/current.shtml).

### **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.)

### **University-Sponsored Travel Application** – (page 7)

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. A sample of the application is on page 7 of this handbook. *On that sample, we have provided the answers to several of the questions for you. Please be certain to include those answers on your application for more timely processing of your application by the University.* In spring of 2009, the University is implementing a new process that will require students to complete the application online. The online application can be found at [travel.nd.edu](http://travel.nd.edu)

**PROCESS** – When completing the contact information and questions on the registration of your trip, you will need to PRINT this page and bring it to the Kellogg office. The Institute will review your application to ensure that you have provided complete information and will let you know if you need to revise your information before it can be approved by the University.

Please realize that you must receive University approval in order to participate in a Kellogg international program. **These applications can take up to a month to process.**

### **Waivers**

Once your University Travel Application is approved, waivers will be sent to you to print and sign. **You will need to bring signed copies of all waivers to the Kellogg Institute AND the Office of International Studies. The Kellogg Institute will not request your funding until signed copies of these waivers are on file in our offices.** There are two waivers for all sites.

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### **Emergency Contact Information** – (page 9)

Please provide the name and contact information for the person you would like contacted in case of an emergency. **You will receive an electronic copy of this form from Holly Rivers.**

### **Travel Insurance**

The University of Notre Dame requires that you have the proper health insurance when traveling abroad. You should check to ensure that your current health insurance covers you when you are out of the country. If it does not, the University partners with HTH Worldwide ([www.hthworldwide.com](http://www.hthworldwide.com)) and you can purchase insurance through them. You must provide Kellogg with proof of insurance. *Please note that HTH application forms should be submitted*

*directly to HTH or completed online.* For some organizations, health insurance is included in the program fee. Please check with your organization.

**International Workbook** – (page )

This 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.

**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 payment should be submitted to Wendy Hurley ([whurley@nd.edu](mailto:whurley@nd.edu); 1-4846.)