

Explanation of Required Predeparture Documents

This section is a guide to the predeparture forms you will find in your packet as well as other 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 13)

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 **submit 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
 - 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) and you should purchase insurance through them. You must forward the confirmation email (including dates of coverage) to Rachel as proof of purchase. You should also ensure that you have filled out the **HIPAA form** through the GeoBlue insurance app and indicate that they may release your health information to your parents.

International Workbook – (page 34)

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 under the Forms and Information tab of your program's webpage.** The responses to all questions should be typed.

Emergency Contact Information – (page 41)

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

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 research.nd.edu/our-services/compliance/human-research.

Note that many frequently asked questions are answered at <https://cuse.nd.edu/undergraduate-research/funding-research/research-with-human-subjects/>

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

Deadline for Required Paperwork Friday, April 21, 2023

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.

COVID-19

Because the circumstances around COVID-19 are ever-changing, it is imperative that you regularly check the University's website on COVID-19 policy. Please refer to the University's current travel policy on the covid.nd.edu website. You should check this site when preparing for travel as well as throughout the time you are abroad.