

**For non-academic, independent groups and individual students who plan to travel internationally:**

1. Download the Travel Review Form from the International Programs' or Center for Service Learning websites. Complete the form.
2. Contact the Office of International Programs in Gill House (next to Education) to make an appointment with Charlotte Blessing, Director of International Programs.
3. Bring the completed Travel Review Form to the meeting with Charlotte. You will discuss in brief the project proposal, travel destination (health and safety issues), and cultural appropriateness. The better prepared you are to discuss all of the above issues, the more likely the Travel Review Form is to be approved.
4. If your travel includes service you also need to schedule a meeting with Tonita Lopez, Assistant Director of the Center for Service and Learning.
5. Meet with Tonita López to discuss you service plans and preparations.
6. Read and sign the Waiver and Release form.
7. The Office of International Programs and Center for Service and Learning will keep copies on file.

**If you are planning to apply for a venture grant for your international independent academic study or research project, you need to take the following steps:**

1. Meet with Victor Nelson-Cisneros to discuss your venture grant proposal.
2. Download the Travel Review Form from the International Programs' website. Complete the form.
3. Make an appointment with Charlotte Blessing, Director of the Office of International Programs to discuss you travel plans, based on the Travel Review Form.
4. Once the Travel Review Form is approved, Charlotte Blessing will notify The Dean's. You will also receive an International SOS card or information brochure.
5. If and when the proposal receives academic approval, the Associate Dean notifies the payroll office and funds are released.

The Office of International Programs will keep a copy of the Travel Logistics form.

You can download all forms and waivers by going to the website for either the Center for Service Learning or for International Programs.

The website for The Center for Service and Learning is <http://www.coloradocollege.edu/servicelearn/>

The website for the International Programs Office is [www.coloradocollege.edu/international](http://www.coloradocollege.edu/international).

**Contacts:**

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## Information about International Travel for Student Service or Study and Independent Research Projects: *What to do and when to do it.*

**Do you have plans to participate in an overseas service? Or for an independent international study or research project?**

**Colorado College students are increasingly deciding to take some time away from their regular jobs and academic studies to make way for a service project or an international research project. The administration supports such endeavors. To make the planning process easier for you and your group, we have outlined some important steps you need to take to get ready for the wonders and joys of international learning.**



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