

## Bowdoin College Information Checklist for Travel Abroad

Please complete both pages and send them as well as a scanned copy of PAGE ONE of your passport to Jim Kelley, Bowdoin's Procurement and Risk Manager as soon as possible. If you have any questions, please contact Jim at Ext. 3115 or via email [jkelly@bowdoin.edu](mailto:jkelly@bowdoin.edu)

**Traveler's Name**

**Email Address:**

**Campus Phone Extension:**

**Cell Number:**  **Date:**

1. Are you required to obtain a VISA to visit the country(ies) listed above?  
YES  NO

2. Please note the dates of travel (approximations are acceptable)  
Departure:  Return:

3. Please list the country(ies) you will be visiting during your trip:

<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

4. Are there any current State Department travel advisories for any of the countries listed above? YES  NO

Current warnings are available at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

\*If a Level 4 Advisory for any country(ies) you will visit is listed, please call at Jim at 207-725-3115 for assistance prior to booking travel arrangements.

5. Attach a copy of page one of your passport to this document to be used in case of emergency.

6. Have you registered your trip with the local embassy? YES  NO

To register your trip visit <https://step.state.gov/step/>

## Emergency Contact Information

**Traveler's Name**

**In case of emergency, please contact (in the following order)**

**1.**

**Name:**

**Address:**

**Phone Number(s):**

**Email:**

**Relationship to you:**

**2.**

**Name:**

**Address:**

**Phone Number(s):**

**Email:**

**Relationship to you:**

**3.**

**Name:**

**Address:**

**Phone Number(s):**

**Email:**

**Relationship to you:**

Please email both pages and a copy of your passport to [jkelly@bowdoin.edu](mailto:jkelly@bowdoin.edu)