



International Traveler Checklist

Name: _____ Z#: _____

For University participants only

Department: _____

Dean/Director Permission to Travel

Verified *International Travel Verification Form*

Completed *Emergency Treatment Contact and Permission Form*

Copy of Passport face page (*optional, but highly recommended*)

Signed *Heightened Risk Waiver (if applicable)*

Completed *Justification Form (if applicable)*

Traveler Letter from OGE approving the travel

ARTV form and Approval of Attendance Form, if applicable

Itinerary – Airline information

Itinerary – Hotel Information

Any additional backup such as conference information, or other relevant material