

Dear Faculty,

Thank you for your excellent work in putting together your study abroad program! There are just a few more hurdles before you get on that plane!

Please complete the pages in this packet thoroughly and neatly. These forms are vital for our support of your program while you are overseas.

The forms included in the Study Abroad Participation Agreement are:

- Faculty information
- Emergency Contacts
- Copy of United States Passport (include your photo)
- Medical Report

Please note that all of these forms must be completed and returned to the Director prior to departure or submitted at a pre-departure meeting. Please feel free to call 847-925-6429 or email international@harpercollege.edu should you have any questions. Thank you and we wish you a wonderful study abroad experience!

Sincerely,

Richard F. Johnson
Director, Office of International Education

Faculty Information

Name _____

Address _____

Home Phone _____

Cell Phone _____

E-mail _____

Date/City/State/Country of Birth _____

Passport Number _____

Do you have a passport from a country other than the US? Yes No

Program Destination _____

Term/Year Abroad Spring 201____ Summer 201____ Fall 201____

Emergency Contacts for _____
Faculty Name

The information requested below will be used only in case of emergency and is limited to the duration of your participation in a Harper College International Studies and Programs sponsored program. Please note: the second contact named will only be contacted if efforts to contact the first contact are not successful.

First Contact

Name _____

Relationship to you _____

Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail _____

Second Contact

Name _____

Relationship to you _____

Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

E-mail _____

Copy of United States Passport for _____
Faculty Name

Please include a photocopy of your United States Passport on this blank sheet upon submission of these documents (include your photograph).

Medical Report for _____
Faculty Name

Harper College requires that all faculty discuss with their physician their intent to lead a study abroad program and get advice for managing their physical and emotional health while in another country. They should discuss their health conditions (allergies, disabilities, psychological treatment, dietary requirements, and medical needs) with their physician, and seriously consider their ability to lead the study abroad program.

Instructions to Medical Professional (to be filled in by faculty):

_____ will be leading a short-term study abroad
Faculty Name
program in _____. Harper College is recommending that the faculty visit
Name of country
his/her primary care physician to discuss his/her participation in this program. During this short-term study abroad experience, the faculty leader is expected to be able to engage in moderate exercise, consisting primarily of walking, possibly steep inclines. We are asking that you review his/her medical history with him/her and discuss the advisability of his/her participation, including dietary restrictions and possible immunizations.

To be completed by Medical Professional:

I have reviewed the most current health information with _____, and believe s/he is capable of leading an overseas study program to _____. As this individual's medical professional, should I have concerns about success or ability to travel abroad, I will withhold my approval until such time that it seems medically-appropriate for him/her to travel overseas.

Physician's Signature

Date

Name (please print)

Title

Address

Phone

Physician's Stamp: