

**THE UNIVERSITY OF OKLAHOMA**  
**Norman Campus, Health Sciences Center, and Tulsa Campus**

**OU Registered Student Organization**  
**International Travel Registration Form**

Name of Registered Student Organization (RSO): \_\_\_\_\_

Name of RSO's President: \_\_\_\_\_

Name of RSO's Faculty/Staff Advisor: \_\_\_\_\_

Advisor's University Title: \_\_\_\_\_

Advisor's Administrative Unit/Department: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Destination(s): \_\_\_\_\_

**TRAVEL DATES:** Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Total Number of OU Student Participants: \_\_\_\_\_

**LODGING ARRANGEMENTS:** (Name and Address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED DOCUMENTS TO BE SUBMITTED TO THE CENTRAL OFFICE OF STUDENT AFFAIRS:**

RSO's President and Advisor must initial below that they have provided to the central Student Affairs Office for the respective campus all of the following documents as required by The University of Oklahoma Registered Student Organization Travel Policy.

President    Advisor

\_\_\_\_\_    \_\_\_\_\_    List of participants, OU ID Numbers, campus addresses, local phone numbers, and emergency contacts

\_\_\_\_\_    \_\_\_\_\_    *Acknowledgement of Risk for International Travel with an OU Registered Student Organization for All Participants*

**REQUIRED DOCUMENTS TO BE RETAINED BY THE RSO'S PRESIDENT AND ADVISOR:**

RSO's President and Advisor must initial below that they have acquired and will keep on file the following documents as required by the University's Records Retention Policy:

President   Advisor

\_\_\_\_\_   \_\_\_\_\_   *Medical Information Form for All Participants*

**PREDEPARTURE TRAVEL CHECKLIST**

RSO's President and Advisor shall encourage each participant to review and complete the *Pre-Departure Travel Checklist for Students Traveling Abroad with an OU Registered Student Organization* prior to travel. This Checklist is provided to students for informational purposes only and does not need to be submitted to the central Student Affairs Office for the respective campus.

**PRESIDENT OF RSO:**

My signature below verifies that I have read The University of Oklahoma Registered Student Organization Travel Policy and affirm that this trip meets all requirements of that policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**RSO's FACULTY/STAFF ADVISOR:**

My signature below verifies that I have read The University of Oklahoma Registered Student Organization Travel Policy and affirm that this trip meets all requirements of that policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR STUDENT AFFAIRS USE ONLY-----**

- Registered Student Organization Status Verified
- All Required Documents Have Been Received by the Central Student Affairs Office for the Respective Campus
- All Required Documents Have Been Forwarded to College of International Studies, Education Abroad

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**CENTRAL STUDENT AFFAIRS OFFICES:**

**Norman Campus**  
OK Memorial Union, Ste. 265 (OMU265)  
405-325-3161  
[studentaffairs@ou.edu](mailto:studentaffairs@ou.edu)

**Health Sciences Center**  
DLB Student Union, Suite 300  
405-271-2416  
[students@ouhsc.edu](mailto:students@ouhsc.edu)

**OU-Tulsa**  
Founders Student Center, Rm. 1C76  
918-660-3100  
[TulsaSA@ou.edu](mailto:TulsaSA@ou.edu)