FORMS CHECKLIST FOR SPRING 2020

1. You will find the PDF version of these forms on the Overseas Studies website:
   http://dornsife.usc.edu/accepted-students/
2. Please print, sign and submit the forms to the by the due date. Submit each and every page.
3. We can only accept hard copies with signatures in blue or black ink. No scans or typed signatures.

DUE: Friday, November 8, 2019 by 5pm
WHERE: OFFICE OF OVERSEAS STUDIES – THH 341

☐ RESPONSIBILITY FORM
☐ TRAVEL RELEASE FORM
☐ MEDICAL TREATMENT AUTHORIZATION FORM
☐ WITHDRAWAL/REFUND POLICY AND FINANCIAL AID AGREEMENT FORM
☐ TRAVEL ADVISORY QUESTIONNAIRE
☐ PERSONAL DATA COLLECTION PRIVACY NOTICE
☐ PHOTOCOPY OF THE INFORMATION/SIGNATURE PAGE(S) OF YOUR PASSPORT
   - You do NOT have to turn in another passport copy IF you already turned in a copy with your application and there have been no changes to your passport.
   - If you applied for a new passport or renewed your old passport, please provide us with a new copy of your passport. Submit the hardcopy to the Office of Overseas Studies or email a clear copy to: overseas@usc.edu

DUE by Wednesday, December 18, 2019

☐ FLIGHT INFORMATION
   - Please email your flight itinerary to overseas@usc.edu
   - In the Subject line please put: Last Name, First Name - Flight Info - Program Name (Example: Trojan, Tommy – Flight Info – Melbourne)

To Do at Least 6 Weeks Prior to Program Start Date: This is NOT a form to submit to Overseas Studies.

☐ ELECTRONIC REFUND DEPOSIT AUTHORIZATION or eREFUNDS
   - If you are a financial aid recipient, you most likely already have signed up for eREFUNDS and don’t need to do it again. If you are not a financial aid recipient, we suggest you sign up for eREFUNDS so that any credit on your students account (e.g. return of a commitment fee, correction of a billing error) can be transferred to your checking account.
   - The form must be completed ONLINE on the USCePay website: Info at https://sfs.usc.edu/refunds/. Log into USC ePay to complete the online form.

Please make a photocopy or take a photo of all SUBMITTED forms for your own records.
Responsibility for Reading Overseas Studies Handbook

I ____________________________ (print name), have applied to study abroad at

________________________________ (program) in ________________ (location) in ____________ (term/year).

I have received the USC Office of Overseas Studies Study Abroad Handbook and I agree to read the Handbook thoroughly and carefully.

________________________________ (Signature) ____________________________ (Date)

Responsibility for Obtaining a Student Visa

I understand that it is my sole responsibility to apply for and obtain a student visa for the country in which I intend to study. I will research the application details and deadlines for my visa application, including the appropriate consulate at which to apply and the requirements for that particular consulate. I will apply for my visa at the earliest possible time, which I understand to be as soon as I am accepted into my intended program of study and have received the appropriate documents. I am responsible for staying up-to-date regarding changes to the visa application process for the consulate at which I will apply for my student visa.

________________________________ (Signature) ____________________________ (Date)

Responsibility for Completing a Program Evaluation

I understand that completing a program evaluation at the end of my semester or year abroad is part of the study abroad program. I agree to complete a program evaluation.

________________________________ (Signature) ____________________________ (Date)

Responsibility for Understanding Host Institution's Academic Policies

I understand that although the Office of Overseas Studies provides some information on host institution academic policies on the Overseas Studies Advising Record, during program-specific pre-departure orientation, and elsewhere, it is my responsibility to understand my host institution's academic policies, including what constitutes a passing grade, add/drop period and policies, class withdrawal policies, attendance policies, academic honesty/plagiarism policies, policies on proper submission of academic work, and exam policies and procedures.

________________________________ (Signature) ____________________________ (Date)
TRAVEL RELEASE

The parties to this Release are __________________________ (Student),
______________________________ (Student's parents or legal guardian, if student is under 18)
(both referred to hereafter jointly and severally as "Student"), and the University of Southern
California (hereafter "USC").

The Student, with the consent of the Student's parents or legal guardian if necessary, has
chosen to participate in the USC __________________________ (hereafter "Program"),
during the __________________________ semester.

All students are considered adults and are expected to take responsibility for their actions
while taking part in the Program. As adults, any activities that Student takes part in, whether as a
part of a Program or separate from the Program, will be considered to have been done with their
approval and understanding of any and all risks involved. Any students under 18 and/or
considered dependents of their parents or guardians are responsible for giving all background or
other relevant information about the Program to their parents or guardians.

Although USC may offer information to Student on aspects of foreign travel and
particular destinations, Student agrees that he/she is responsible for determining the potential
dangers of particular destinations, and the Student acknowledges that USC is under no duty to
warn the Student of any particular danger or potential injury. Before deciding whether to visit a
site under a travel warning, USC recommends that Student check with the U.S. Department of
State website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and the U.S. Centers for
Disease Control website (http://www.cdc.gov/travel/) and read carefully the current travel
warning/advisory, public announcements, and consular information sheet for the site in which
Student seeks to study. Notwithstanding the foregoing, USC recommends that Student elects
not to study in a site under a travel warning. Student acknowledges that Student has been made
aware of the risks of foreign travel and more specifically, the risks of travel to the subject
destination, and further acknowledges reading and understanding any applicable U.S.
Department of State travel warnings. Student is participating in the Program with full
knowledge of the risks inherent in such participation, including possible physical injury or other
loss or damage and agrees to accept and assume any and all risks associated with participation in
the Program. In consideration of USC's accepting Student into the Program, Student, her/his
heirs, executors, administrators, employers, agents, representatives, insurers and attorneys,
hereby releases and discharges USC, its officers, trustees, facility, employees, agents and
representatives (hereafter "released parties") from any and all claims which may arise from any
cause whatsoever, regardless of the source. The Student further releases and discharges the
released parties from responsibility for any accidental, illness, negligence, passive or active, or
injury or any other consequences arising or resulting directly or indirectly from Student's
participation in the Program.
The Student also acknowledges that the USC assumes no responsibility in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the USC, force majeure, war quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carrier beyond USC's control, with or without notice, for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules or other uncontrollable factors Student is required to spend additional nights, USC will not be responsible for Student's hotel, transfers, meal costs or other expenses. Student's baggage and personal property are completely at the Student's own risk.

Student hereby represents and warrants that he/she is and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses that Student sustains or experiences overseas, and, more specifically, in the countries in which Student will be living and/or traveling while on the Program. By Student's signature below, the Student certifies that his/her health insurance policy will adequately cover Student while outside the United States; and, Student absolves USC of all responsibility and liability for any charges, bills and/or expenses Student may incur while he/she is abroad. Student agrees to report to USC's Program directors any physical or mental condition that he/she has which may require special medical attention or accommodation during the Program at least ninety (90) days prior to departure.

Student hereby agrees to indemnify, defend, and hold harmless the released parties from any loss or liability whatsoever including reasonable attorneys' fees, arising or resulting directly or indirectly from Student's participation in the Program.

Student understands and agrees that Student will obey all rules, regulations, and laws of the respective countries to be visited, and all travel regulations, any rules or precautions issued by USC, its representatives or by any associated institutions or organizations or the United States government. Student also understands that in the sole discretion of the Program representative, a violation of the above may result in an immediate expulsion from the Program. USC reserves the right to decline to accept or retain student in the Program at any time should Student's actions or general behavior impede the operation of the Program or the rights or welfare of any person. In such an event, no refund will be made for any remaining portion of the Program.

Student understands and agrees to attend and participate in all excursions that are a part of the Program. Student understands that failure to do so will result in a reduction of grade including the possibility of course failure.

It is understood and agreed that should Student elect to remain overseas at the location of the Program or elsewhere after participation in the Program, Student will cease to be part of the Program. Should Student drop out of the Program voluntarily or involuntarily, Student understands that any relationship between Student and the Program will be terminated thereafter. Student acknowledges and accepts any risks associated with voluntarily foregoing to travel with the Program or traveling to/from a destination not established by the Program.
Student further acknowledges that they may be exposed to significant risks and that USC's safety protocols will not cover Student outside of the Program. Student also understands that USC bears no responsibility for transportation, housing, food, or any other services and necessities for any deviation outside the established Program, and any additional expenses and obligations incurred are solely the Student's responsibility. In both of the foregoing events, this release shall remain in full force and effect.

USC reserves the right in its sole discretion to cancel or suspend the Program for any events or circumstances that may, in USC's determination, place Student at risk of mental, emotional or physical harm or bodily injury, including but not limited to war, political upheaval, riots or other events in or around the location of the Program. USC may rely on travel advisories issued by the U.S. State Department in determining whether to cancel or suspend the Program. USC may cancel or suspend the Program or substitute classes due to low enrollments or unavailability of faculty or facilities.

By signing below, Student represents that he/she is a student in good standing at USC and has never had charges brought against him/her before Student Judicial Affairs and Community Standards (SJACS). Student hereby gives Student Affairs the right to access student's records maintained by the Student Judicial Affairs and Community Standards (SJACS), and to provide relevant information from such records to the Faculty/Program Coordinator.

It is understood and agreed that if any provision of this Release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Release which can be given effect without the invalid provisions or applications and to this end the provisions of this Release are declared severable.

This Release shall be construed in accordance with, and governed by, the laws of the State of California. Subject to approval from USC's insurance carrier, any dispute arising from this Release shall be submitted for full and final resolution to arbitration in accordance with the rules promulgated by the American Arbitration Association. The arbitration shall take place in Los Angeles, California.

This Release is the only, sole, entire and complete agreement of the parties relating in any way to the subject matter hereof. No statements, promises or representations have been made by any party to any other, or relied upon, and no consideration has been offered, promised other than as may be expressly provided herein. This Release supersedes any earlier written or oral understanding or agreements between the parties.

Student acknowledges that she/he has read this Release and that she/he understands its meaning and effect.

Date: ___________________________ Student: ________________________________

Date: ___________________________ Parents or Legal Guardian: ________________________________
(Student is under 18)

Date: ___________________________ USC: ________________________________

Travel Release, 2019
UNIVERSITY OF SOUTHERN CALIFORNIA

MEDICAL TREATMENT AUTHORIZATION

I ____________________________ am a willing participant in the USC sponsored overseas study program called _______________________. I understand that I am financially responsible for any injury or illness I may sustain while overseas. I understand that the University of Southern California is not in any way responsible to pay for medical treatment on my behalf. In the event I am incapacitated due to a medical emergency, and am unable to authorize treatment to alleviate my condition, I authorize the University of Southern California’s employees, faculty or agents to act on my behalf and authorize such emergency treatment.

I acknowledge that this authorization does not create a duty on the part of the University, and I hereby release the University of Southern California and its trustees, employees, agents and representatives from any and all claims, causes of action, losses, liabilities, costs, fees and expenses arising or resulting from any injury or damage I may incur in the course of receiving medical care overseas.

____________________________________  ______________
Signature of Student/Participant            Date

____________________________________  ______________
Parent/Guardian (if student is under 18)    Date
Withdrawal/Refund Policy Acknowledgement

I, __________________________________________ (print name) acknowledge that I have read and understand the USC Withdrawal and Refund Policy and that I have read and understand the Withdrawal and Refund Policy of my study abroad program:

Program Name: __________________________________________
Program Country: __________________________________________

________________________________________ (Signature) ________________________________ (Date)

________________________________________ (Date)
(Signature of legal guardian if student is under 18 years of age)

FINANCIAL AID AGREEMENT
(COMPLETED ONLY IF YOU RECEIVE FINANCIAL AID)

I, __________________________________________ (name), hereby acknowledge that I am responsible for completing the following procedures for my financial aid for 2019-2020 while I am abroad on __________________________________________ (program) in ______________________ (location) during _________ (term/year):

1. I will arrange for all important financial aid correspondence to be forwarded to me abroad.

2. It is my responsibility to meet all 2019-2020 financial aid deadlines, including those set for:
   a. CSS Profile
   b. FAFSA
   c. Copies of Tax Forms/Non-filing Statement

   (PLEASE CHECK THE USC FINANCIAL AID WEBSITE REGULARLY!)

3. It is my responsibility to notify Overseas Studies of special circumstances or problems relating to my financial aid, including the following:
   a. Loan processing
   b. Loan disbursement
   c. Scholarship applications
   d. Scholarship checks

________________________________________ (Signature) ________________________________ (Date)
Basic Information about U.S Department of State Travel Advisories and Travel Alerts

(Please use this handout to answer your Travel Advisory Questionnaire in the Forms packet in your folder)

Travel Advisories

(From https://travel.state.gov/content/travel/en/international-travel/before-you-go/about-our-new-products.html)

The U.S. Department of State issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide actions U.S. citizens should take to help ensure their safety.

To see a complete list of Travel Advisories for every country in the world, see travel.state.gov/traveladvisories. Click on the color-coded world map at travelmaps.state.gov for a global view.

Levels 1-4

The Travel Advisory appears at the top of each country page, with a color corresponding to each level:

Level 1 - Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

Level 2 - Exercise Increased Caution: Be aware of heightened risks to safety and security. The Departments of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 3 - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Varying Levels Within One Country

The Dept. of State issue an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, they may advise U.S. citizens to “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country.

Risk Indicators

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

- C – Crime: Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
• **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

• **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

• **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.

• **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.

• **E - Time-limited Event:** Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.

• **O - Other:** There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

**Interactive Map**

An interactive map is on each country page. Click on "View Larger Map" on the page or see [travelmaps.state.gov](http://travelmaps.state.gov) to view countries color-coded with the Travel Advisory levels. Countries with varying levels of travel advice have stripes to indicate you should read the whole Travel Advisory for more details.

**Alerts**

U.S. embassies and consulates abroad issue Alerts to inform U.S. citizens of specific safety and security concerns in a country, such as demonstrations, crime trends, and weather events. A standard, easy-to-read format makes them easy to access, understand, and take action.

**Stay Connected**

Conditions in any country can change rapidly and affect your safety and security. Sign up for the Dept. of State’s Smart Traveler Enrollment Program ([STEP.state.gov](http://STEP.state.gov)) to receive information for the specific countries you are traveling to. You can also follow the Dept. of State on [Facebook](https://www.facebook.com) and [Twitter](https://twitter.com). Stay connected with loved ones while abroad so they know you are safe.
Travel Advisory Questionnaire

The USC Dornsife Office of Overseas Studies advises students to follow the U.S. Department of State Travel Advisories for the country in which they will study abroad and all countries to which they will travel in conjunction with their term abroad.

As it is important for you to be aware of the risks and limitations on travel within your study abroad country, **you are required to complete and submit this questionnaire at the Office of Overseas Studies.** To complete it, you can refer to the website listed below or the Basic Information about U.S. Department of State Travel Advisories and Travel Alerts handout included in this packet.

- https://travel.state.gov/content/travel/en/international-travel.html

Please use a pen, not a pencil, to complete the form and write neatly.

If after completing the questionnaire you have any questions or concerns regarding safety in your study abroad location(s), please reach out to a USC Dornsife Office of Overseas Studies study abroad advisor or staff at your study abroad program provider.

**Travel Advisory Questionnaire**

Please visit the U.S. Department of State’s International Travel webpage at https://travel.state.gov/content/travel/en/international-travel.html. Answer the following questions with information from these pages.

1. What is the overall Travel Advisory Level assigned to your study abroad country (listed at the top of the page)?
   Check the correct level.

   - Level 1 - Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

   - Level 2 - Exercise Increased Caution: Be aware of heightened risks to safety and security. The Departments of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

   - Level 3 - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

   - Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
2. What are the reasons why this level was assigned (indicated by letter codes in the header and bold type in the text of the advisory)? Check all relevant letter codes.

☐ C – Crime: Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.

☐ T – Terrorism: Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

☐ U – Civil Unrest: Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

☐ H – Health: Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.

☐ N – Natural Disaster: A natural disaster, or its aftermath, poses danger.

☐ E – Time-limited Event: Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.

☐ O – Other: There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.

3. Are there any particular areas that the advisory warns not to travel to?

☐ Yes

☐ No

If Yes, what areas/regions, and for what reason(s)?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

4. Are there any particular areas that the advisory warns to reconsider travel to?

☐ Yes

☐ No

If Yes, what areas/regions, and for what reason(s)?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
5. What is the U.S. Embassy's "Assistance for U.S. Citizens" emergency phone no? (on the right side of the webpage; we suggest you enter it into your phone now)

Study Abroad Country: ____________________________________________________________

Student's Name (printed): ________________________________________________________

Date: __________________________

Student's Signature: _____________________________________________________________

SUBMIT ALL PAGES OF THIS DOCUMENT TO THE USC DORNSIFE OFFICE OF OVERSEAS STUDIES.

BEFORE YOU SUBMIT, MAKE A PHOTOCOPY (OR TAKE PICTURES OF EACH PAGE WITH YOUR PHONE'S CAMERA) SO YOU CAN EASILY ACCESS THIS INFORMATION DURING YOUR TERM ABROAD.

Remember to Enroll in STEP!  https://step.state.gov/

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.
University of Southern California
PERSONAL DATA COLLECTION PRIVACY NOTICE

University of Southern California ("USC") is the controller of your personal data. You may contact USC at 3501 Trousdale Parkway, THH 341, Los Angeles, CA 90089 or by phone and email at: Office of Overseas Studies, 213-740-3636 and/or overseas@usc.edu.

The categories of personal data you are being asked to consent to being collected and used by USC are your name, hometown, major, expected year of graduation, previous USC off-campus experiences, your personal writing or reflections on your overseas studies experience, photographic, or video images taken of you while you are participating in and/or after participating in USC’s overseas studies programs, along with a description of your location at the time such images were collected.

Your personal data will be available to the public either on the Internet, through email, or in hard copy form and used for the following purposes (check all uses for which you consent): ___ marketing of USC’s overseas programs; ___ communicating University activities and accomplishments; ___ recruiting students.

The University will share your personal data with third party software providers or platforms that collect, store and process your personal data on behalf of the University and who are contractually obligated to keep your personal data confidential subject to appropriate safeguards to prevent it from disclosure that you have not authorized.

Your personal data will be transferred out of the European Union to University of Southern California, located in the United States. Your personal data will be stored in accordance with the record retention requirements of USC policy, see https://policy.usc.edu/record-management/, and any other applicable U.S. laws. Under the EU GDPR, you have the right to request access to, rectify, erase and restrict the processing of your personal data. You also have the right to revoke this consent to use your personal data. If you feel the University has violated the EU GDPR, you have the right to file a complaint with the appropriate EU supervisory authority.

Please sign/electronically sign, check box below, date and return to THH 341 or submit by email, the below:

I consent to University of Southern California using my personal data for the purposes described in this notice and understand that I can withdraw my consent at any time.

□ gives consent  □ does not give consent

Name of Individual providing Consent: ______________________________________________________________

Address of Individual providing Consent: ____________________________________________________________

Signature: ______________________________________________________________________________________

Date of Signature: ________________________________________________________________________________