



Graduate Studies Office

## INTERNATIONAL TRAVEL AGREEMENT

- Students traveling internationally must complete this form and return it to the Graduate Studies Office in 1110 Newman & Wolfrom Lab with all required signatures prior to the first date of travel.
- Any student assigned as a GTA must find another student who is capable of teaching the assigned subject, willing to serve as your substitute TA, and who is not traveling internationally in the event that travel complications impact your timely return to campus.
- Any student who intends to begin travel before the completion of final exams, must also find a student to fulfill any assigned duties, such as exam proctoring, in their absence. A form for each semester must be completed.
- All travel dates and substitute students must be approved by your course supervisor as well as your faculty advisor and the Vice Chair for Graduate Studies.
- In the event that you are unable to return by the Saturday prior to the first day of classes, you must send email notification of your delay and information on your known or estimated date of return to:
  - Your course supervisor (and Dr. Katie Moga if assigned to Gen Chem)
  - Your faculty advisor
  - Kelly Burke([burke.247@osu.edu](mailto:burke.247@osu.edu)) in the Graduates Studies Office

By signing the agreement below, I acknowledge that I have read and fully understand the above statements as well as my commitment to my advisor, supervisor, and the Department of Chemistry in returning on time to continue my research or teaching responsibilities. **Failure to return by the first day of classes may result in a decrease in stipend dependent upon the circumstances.** Failure to return by the 3<sup>rd</sup> Friday of the semester will result in termination of your GTA or GRA appointment.

\_\_\_\_\_  
Name of Student Traveler

\_\_\_\_\_  
OSU ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Departing: \_\_\_\_\_ Returning: \_\_\_\_\_

Are you renewing your visa during this trip? \_\_\_\_ Yes \_\_\_\_ No

What is your GA appointment for the semester before your scheduled travel? \_\_\_\_\_

What is your GA appointment for the semester after your scheduled travel? \_\_\_\_\_

I have asked \_\_\_\_\_ to serve as my substitute TA.

**For Student Substitute:**

By signing below, you are agreeing to

- attend orientation and staff meetings
- teach for the above named individual until his or her return

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Printed Name of Teaching Substitute

name.#

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Signature of Teaching Substitute

Date

Do you plan to travel out of the country immediately before or during the time in which you have agreed to serve as a substitute? Include any dates that occur during a break period that precedes the time in which you have agreed to serve as a substitute.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, what are the dates of your travel?

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Printed Name of Supervisor (Instructor of the course you are teaching or Dr. Katie Moga if you are assigned to Gen Chem):

Supervisor Approval (Required): \_\_\_\_\_

Signature

Date

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Printed Name of Faculty Advisor

Faculty Advisor Approval (Required): \_\_\_\_\_

Signature

Date

Vice Chair of Graduate Studies Approval (Required): \_\_\_\_\_

Signature

Date