

# North Carolina Agricultural and Technical State University

## International Travel Registration Form

**INSTRUCTIONS:** Please provide all requested information<sup>i</sup>. You must also provide a photocopy of the (1) information page of your current and valid U.S. passport. If you are a Legal Permanent Resident, or hold a Resident Alien Status this process also requires a copy of your (2) passport identification page as well as a copy of the (3) Permanent Resident Card or current and valid (4) U.S. Visa authorizing you to enter/re-enter the U.S. You may scan and e-mail the documents along with the completed Travel Registration form to the Office of International Affairs, 213 Academic Classroom Bldg., 334-7104. Thank you and Bon Voyage!

### About the Traveler (Please Print or Type)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Status (Please circle one): Faculty / Staff / Administrator / Student / Researcher

Campus Address: \_\_\_\_\_  
Room \_\_\_\_\_ Building \_\_\_\_\_ Department/Office \_\_\_\_\_

Home Address: \_\_\_\_\_  
# & Street \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### About The Trip

Purpose of Trip: \_\_\_\_\_  
\_\_\_\_\_

Date of Trip: (Departure): (Return): \_\_\_\_\_

Departure Carrier & Flight #: \_\_\_\_\_ Return Carrier & Flight #: \_\_\_\_\_

Destination: (Country) \_\_\_\_\_ (Province/State/City) \_\_\_\_\_

Hotel Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Destination Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency/University/Corporation Name: \_\_\_\_\_

### Emergency Contact in U.S.

Name: \_\_\_\_\_ Relationship to Traveler: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email (optional): \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>i</sup> Completed form must have the following attachments (copies): (1) U.S. Passport **or** (2) Legal Permanent Resident Card **or** (3) Resident Alien Status **or** appropriate U.S. visa valid and current for re-entry to the United States following the short trip. **(Updated 02/06/2017)**