

Student International Travel Request

Date: _____

Student Name: _____ Student ID #: _____

Department: _____ Are you a U.T. Employee? Yes No

***Purpose of Travel:**

Thesis/Dissertation Research Practicum Student Organization Other

Travel Start Date: _____ Travel End Date: _____

- 1) **REQUIRED** if funded and/or to be reimbursed by UTHealth; even if no cost to the university and using personal funds. Purchase airfare from Corporate Travel Planners (CTP) 1-866-366-1142
- 2) **REQUIRED** Register your trip in International SOS (ISOS), my Trips prior to travel at no cost to the student. Log in to the ISOS website <https://inside.uthouston.edu/travel/student-travel/index.htm>
- 3) Click on Member Log In at the top of the page then enter the UT System Membership ID: **11BSGC000037**. **Click on My Trips to register** and enter trip details. **The first time you log into ISOS, click "New User Register Here"** to create a user ID and password.
- 4) It is recommended to enter information in the Emergency Record. This is an entirely separate platform from My Trips, so it requires a separate log in ID and password. If a first time user select "Sign Up" to create a user ID and password.
- 5) Please provide emergency contact information

Name: _____

Phone: _____ Cell _____

Relationship: _____

After registering in ISOS, the student will automatically be enrolled for coverage, at no cost, in the UT Study Abroad Insurance Plan through AHP Academic Health Plans for medical coverage while abroad. Visit the website for benefit information and to print an ID card <https://utstudyabroad.myahpcare.com/benefits> to carry while abroad.

All UT students travelling internationally are automatically enrolled in UT Study Abroad Insurance plan after completing information in MY TRIPS on the International SOS webpage.

*Please attach your detailed travel plans including dates, destinations, and the purpose of your travel.

APPROVALS:

Sponsoring Faculty/Advisor _____
Print Name Signature

Academic Affairs and Student Services Approval:

Print Name Signature