**Please complete the following information for your upcoming program.**

|  |  |
| --- | --- |
| **Complete Name:** |  |
| **Campus and Phone Extension:** |  |
| **City, Country Destination:** |  |
| **Overseas Institution Name:** |  |
| **What will be the best way to reach you while overseas?** |  |

**Please list the date, location (city and country) and the program activities for each day of the program. Add/delete rows as needed. You are allowed two free days for every five work days. Social and cultural activities must be scheduled around your official working hours while on the exchange program.**

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| --- | --- | --- | --- |
| **Date** | **City/Country Location** | **Accommodations (name, address, phone, email)** | **Program Activities** |
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**For more information on preparing to travel overseas visit: http://valenciacollege.edu/international/studyabroad/staff/internationaltravel.cfm**