

### Travel Deviation Plan & Request Form

**Step 1:** Please complete and sign the first page of this form, including as much detail as possible about your proposed, alternative travel plans.

**Step 2:** Once you have completed your portion, please submit this form to your Faculty Leader for review. Once, complete, your faculty leader should return the form to you for final submission.

**Step 3:** Upload the entire completed, signed form to your [GEO Application Portal](#). You will be required to complete a Travel Deviation Questionnaire in the "post-decision" section of your application, where you must upload the completed, fully signed form.

**PLEASE NOTE:** Obtaining faculty approval *does not* guarantee that the University will be able to accommodate your deviation from the scheduled program dates. Due to circumstances such as the nature of the program, curriculum, location, and/or other factors affecting the program, the University may not be able to authorize a late arrival or early departure from the program.

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**Please select the relevant itinerary change(s) and complete the form accordingly.**

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

I am requesting to *arrive* AFTER the official program start date.

- Official Program Start Date:
- Proposed Arrival Date:

I am requesting to *depart* program BEFORE the official program end date.

- Official Program End Date:
- Proposed Departure Date:

I am requesting to deviate from the official itinerary DURING the program (take a side trip).

- Proposed Departure Date:
  - Proposed Return Date:
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**Please provide as much detail about your proposed itinerary as possible.**

Traveling to/from: \_\_\_\_\_

Accommodation(s): \_\_\_\_\_

Mode of travel: \_\_\_\_\_

Please share any additional information / justification below.

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**Please sign and date this form. If you are under 18 years of age, a parent/legal guardian will also need to sign.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

## Travel Deviation Plan & Approval Form

### To the Faculty Leader:

Please review this student's request to deviate from your program's established itinerary. If you require any additional information or clarification, please do not hesitate to reach out to the student directly.

You can approve or deny this request below. Once complete, please sign and return this form to the student so that they can upload it to their program application, as required.

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Request Approved

Request Denied

Decision Rationale:

If you have *approved* this request, please indicate the following:

1. Plan for managing pick-up/drop-off transportation to/from airport or other transit station
2. Details on faculty or faculty assistant who will supervise transportation
3. Plan in case of flight cancelation or emergency

Name of Faculty Leader: \_\_\_\_\_

Faculty Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_