

Waiver Request Form

This form is required by the Office of the General Counsel to develop the necessary waivers that program participants are required to sign. Faculty and staff traveling with students under the auspices of Marquette must complete and submit this form to the Office of International Education at studyabroad@marquette.edu no later than two weeks prior to orientation. OIE will coordinate the development of the waivers with the Office of the General Counsel.

PROGRAM INFORMATION

Name of student/program director submitting request: _____

Coordinating dept./professor: _____

Type of program: ☐ Service ☐ Academic

Name of program: _____

Name of host institution/organization: _____

Location – City, Country: _____

Dates in-country: _____ Official program dates: _____

Is this trip a requirement for a course or degree program at Marquette?: ☐ Yes ☐ No

Mode(s) of transportation to be used: _____

Will any minors be traveling with the group? If so, state names and ages: _____

Service/Academics/Activities will include: _____

Round-trip air travel by: _____

LODGING INFORMATION

Please list specific addresses of ALL lodging locations below.

Name of lodging 1:	
Type of lodging (hotel, apt. homestay, etc.):	
Address:	
Phone number:	

Name of lodging 2:	
Type of lodging (hotel, apt. homestay, etc.):	
Address:	
Phone number:	
Name of lodging 3:	
Type of lodging (hotel, apt. homestay, etc.):	

homestay, etc.):	
Address:	
Phone number:	

**Please copy this table and paste below as many times as needed for each unique accommodation where you will be staying.*

VISIT SITES

Please list specific addresses of ALL visit sites below.

Name of visit site 1:	
Address:	
Phone number:	

Name of visit site 2:	
Address:	
Phone number:	

Name of visit site 3:	
Address:	
Phone number:	

**Please copy this table and paste below as many times as needed for each unique site, which you will be visiting.*

FLIGHT INFORMATION

DEPARTURE

DATE: _____

**From airport to airport
(ie. MKE to LHR):** _____

Airline and flight number: _____

Departure time: _____

Arrival time: _____

RETURN DATE: _____

**From airport to airport
(ie. MKE to LHR):** _____

Airline and flight number: _____

Departure time: _____

Arrival time: _____