

Faculty/Staff Program Director Emergency Contact Information Form

University of Missouri-Kansas City: International Academic Programs

Two weeks prior to departure email to International Academic Programs: international@umkc.edu

(ONE FORM FOR EACH UMKC STAFF MEMBER GOING ON PROGRAM)

Your Name:

Study abroad program:

Year:

Date of program: from _____ to _____

Date of your departure from U.S.:

Return date:

E-mail address you will use while abroad:

List your cell phone number while abroad. It is preferred that you carry a phone that will be activated upon landing in country:

Other contact information and numbers to reach you while you're abroad (please include dates):

Name of primary emergency contact in the U.S.:

(relationship)

Address:

E-mail:

Phone (home):

(work):

Other means of contact (cell phone, etc.):

Alternate/additional emergency contact:

(relationship)

Address:

E-mail:

Phone (home):

(work):

Other means of contact (cell phone, etc.):

Attach a **detailed travel itinerary**, including: airlines, flight numbers and times of departure and arrival, your **hotel/housing information including details on where students are staying if different from your lodging** (address, phone number, dates).