

Providing contact information for your students abroad

The Office of Study Abroad (OSA) is responsible for collecting international contact information for all student participants as part of the University's comprehensive crisis management plan.

In an effort to make the information collected as accurate as possible, the OSA Health & Safety team asks that **you provide the following information to your OSA Coordinator at least two months prior to your departure**. OSA will collect and distribute this information to students and relevant personnel.

If you have any questions or concerns, please contact the Office of Study Abroad.

1. **Name and location of program**
2. **Semester of program**
3. **Program leader(s)**
4. **Dates of program**
5. **Contact address abroad** (please list separate entries if traveling to multiple locations)
 - a. Country and dates at location
 - b. Residence name (if applicable)
 - c. Name of on-site contact (if available)
 - d. Address
 - e. Phone # including "011 + country code"
 - f. Fax # (if available) including "011 + country code"
 - g. Email (if available)

EXAMPLE

Freshman Seminar Abroad – Japan
Summer 2006
Martin Stack
July 17-30, 2006

Location #1

Hikone, Japan (July 17-20. July 24-30)
Japan Center for Michigan Universities (JCMU)
Ms. Nishizawa, JCMU Office Manager
1435-86 Matsubara-cho
Hikone, Shiga 522-0002 JAPAN
Phone: 011-81-749-26-3400
Fax: 011-81-749-24-9356
Email: nishizawa@jcmu.net

Location #2

Tokyo, Japan (July 21-23)
Asia Center of Japan
8-10-32 Akasaka
Minato-ku, Tokyo 107-0052 JAPAN
Phone: 011-81-334-02-6111
Fax: 011-81-334-02-0738