



TRAVELEARN

Application Instructions

1. Download the **Participant Form** and **Travel Waiver**.
2. Submit completed **Participant Form**, **Travel Waiver**, and **nonrefundable administrative fee/deposit payment**, and **copy of passport** to the **Center for International Studies (CIS)**.
 - Students seeking academic credit for the Travelearn experience must obtain the signature of their academic advisor on the *Participant Form*.
3. Submit subsequent payments by the specified deadlines, either directly to the travel vendor or via CIS, as specified on the trip web page.
4. If your program does not include the required insurance, you must purchase travel insurance.
5. If seeking academic credit for the Travelearn experience:
 - Courses related to Travelearn programs that take place during the *Winter* and *Spring* Breaks will be held during the *Spring* semester.
 - Matriculated Kean students who wish to register for academic credit must contact the faculty coordinator to obtain special permission to register for the corresponding academic course(s) in [KeanWISE](#).
 - External participants who wish to register for academic credit as non-matriculated or visiting students must complete the Registration Eligibility Form (available in the Kean course bulletin) and submit to CIS. A username and pin will be assigned to you by the [Office of the Registrar](#), which will allow you to register in **KeanWISE** (see instructions for matriculated Kean students above).
 - Participants who do not seek academic credit for the Travelearn program are generally not required to register for the academic course(s), unless specified by the individual faculty coordinator.
6. Obtain visas and any other travel documentation as required by the destination country and, if applicable, re-entry to the United States. Documentation required for minors will vary by destination. For more information on international travel documentation, visit the **U.S. Department of State's** [website](#).
7. Attend pre-departure meetings as required by the faculty coordinator.