

### Certification for Travel for Students

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

Dear Dr. \_\_\_\_\_ (enter name of the chair of the department),

I am seeking approval to travel to \_\_\_\_\_ (location, state) for the following project/class \_\_\_\_\_, under the supervision of \_\_\_\_\_. By signing this form I am certifying that I am taking part in this travel voluntarily and that I was given the option by my faculty supervisor to participate in a project that did not involve travel in order to fulfill requirements for graduation. I understand that if a conflict arises that I do not feel comfortable resolving with the faculty member, I am encouraged to speak with (enter name of an alternative faculty member\*) \_\_\_\_\_ or \_\_\_\_\_ (enter name of the Associate Dean), Associate Dean, College of \_\_\_\_\_.

\*The faculty member named here can be a faculty member in the same department or a faculty member in a different department but **should not be someone that is part of the student's thesis committee (if relevant)**.

Student name: \_\_\_\_\_

Student signature:

Date:

Faculty member name (if listed): \_\_\_\_\_

Faculty member signature (if listed):

Date:

**Students:** Please sign and date the form, have the "alternative faculty member" sign and date, and give this form to your faculty supervisor you are traveling under the supervision of. **If you prefer not to list a faculty member and prefer to speak with the Associate Dean, Dr.**

\_\_\_\_\_ **should the need arise, you do not need to get**

**Dr.** \_\_\_\_\_ **signature.**