International Programs will collect the completed forms & passport copy from students in Krannert 331 when the first deposit is made and provide faculty directors with copies. Students bring their deposits to IP (if a check) with their forms or make the deposit at the cashier’s window (if credit card). Forms are available on Viking Web.

Students submit to Krannert 331 with the first deposit:
___ Information & Emergency Treatment Form
___ Waiver of Liability
___ Passport copy (when available; we can make a copy if you bring the original)

Students bring on your SIP:
___ Emergency numbers (available at and Viking Web)

Faculty directors:
___ Send detailed itinerary to segerer@berry.edu, including telephone numbers where you can be reached at any time (if this information has changed from your SIP paperwork)
___ Register participants with Department of State
https://step.state.gov/step/

Students: Be sure to apply for an IP summer scholarship if you are eligible! Go to for more information.