## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name</th>
<th>SUID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Cellular Telephone</td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>Department Track</td>
</tr>
<tr>
<td>PhD Degree Program/PhD Minor (if any)</td>
<td>Department/Program</td>
</tr>
<tr>
<td>MA Degree Program</td>
<td>Department/Program</td>
</tr>
<tr>
<td>Destination Country</td>
<td>Destination City(s)</td>
</tr>
<tr>
<td>Departure Date</td>
<td>Expected Return Date</td>
</tr>
<tr>
<td>Mailing Address (in Field)</td>
<td>Message Telephone (in Field)</td>
</tr>
</tbody>
</table>

### Travel

- International Student Identification [https://www.isic.org/](https://www.isic.org/)
- US Department of State, Smart Traveler Enrollment Program [https://step.state.gov/step/](https://step.state.gov/step/)

### Visa

- International Visa, research or other

<table>
<thead>
<tr>
<th>Country</th>
<th>Date of Issue</th>
<th>Expiration Date</th>
<th>Type of Visa</th>
<th>Renewal</th>
</tr>
</thead>
</table>

### Affiliation

- Institutional Affiliation, research or other

<table>
<thead>
<tr>
<th>Country</th>
<th>Date of Issue</th>
<th>Expiration Date</th>
<th>Type of Affiliation</th>
<th>Title</th>
</tr>
</thead>
</table>

### Letters of Introduction

- Chair’s Simple Letter of Introduction to Field Research (used in the first and second years, by request)
- Chair’s Letter Requesting Institutional Affiliation (used in the third year, by request)
- Chair’s Letter of Status, Time-to-Degree, and Confirmation of Funding (used for specific needs, by request)

### Automobile Rental and Insurance

- Renting cars outside of the United States should elect for all offered car rental insurance and should sign the car rental agreement as "Jane/John Doe for Stanford University". Attached please find the standard University waiver. Anyone traveling in the rented vehicle should be asked by the driver to sign a waiver [Stanford University Assumption of Risk, Release of Claims, Indemnification and Hold Harmless Agreement For Travel] to reduce liability for the driver responsible for renting the vehicle.


### Stanford Travel for approved Research

- Cardinal Recovery [https://cardinalrecovery.stanford.edu/research/research-recovery/](https://cardinalrecovery.stanford.edu/research/research-recovery/)

### Export Control Decision Tree and Certification

- Decision Tree, [https://doresearch.stanford.edu/research-scholarship/export-controls/export-controls-decision-tree](https://doresearch.stanford.edu/research-scholarship/export-controls/export-controls-decision-tree)
Insurance
- Vaden Travel Health: [https://vaden.stanford.edu/make-appointment/travel-health](https://vaden.stanford.edu/make-appointment/travel-health)
- SoM Travel Clinic: [https://stanfordhealthcare.org/medical-clinics/travel-medicine-clinic.html](https://stanfordhealthcare.org/medical-clinics/travel-medicine-clinic.html)
- Other Insurance, Health: ________________________
- Stanford International Travel Assistance Program: [http://internationaltravel.stanford.edu/home](http://internationaltravel.stanford.edu/home)
- (Vaden - Tier II benefits) Health Services fee waiver if residing outside of the US: [http://vaden.stanford.edu/fees/campus_fees.html](http://vaden.stanford.edu/fees/campus_fees.html)
- ISOS Stanford International Travel Assistance: [https://internationaltravel.stanford.edu/getting-started-0](https://internationaltravel.stanford.edu/getting-started-0)

Human Subjects
- Evidence of Training (tutorial) - Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research: [https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100](https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100)
- Non-medical Human Subjects protocol submission, renewal date_______________________

Student and Exchange Visitor Information System (SEVIS)
- Passport: ____________________________________
- Visa, US (for International Students): ____________
- I 9: [http://co.stanford.edu/resources/forms](http://co.stanford.edu/resources/forms)
- I 20: [http://icenter.stanford.edu/students/current/extend.html](http://icenter.stanford.edu/students/current/extend.html)

Department of Anthropology
- Department Supplemental funding form
- Department approval of the Dissertation Proposal: ____________________________
- Date of Approval: ____________________________
- Dissertation Proposal Title: ________________________________________________

Data
- Stanford University, Institute for Research in the Social Sciences: [https://iriss.stanford.edu/students-data-research-services](https://iriss.stanford.edu/students-data-research-services)
- Mobil Device Management: [https://itservices.stanford.edu/service/mobiledevice/management](https://itservices.stanford.edu/service/mobiledevice/management)
Graduate Student Researcher, Compliance Portfolio

- Principal Investigator approval status
- Determination and Status submission and/or Non-Medical Human Subjects Protocol approval status
- CITI Tutorial RCR completion status https://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100
- Non-supervisory Sexual Harassment Training completion status
- Ethics training completion status
- Conflict of Interest submission status
- Patent agreement submission status
- Pre-dissertation/dissertation Proposal approval status
- Non-Medical Human Subjects Protocol Submission status

Service(s) Performed by Other Agency, Entity or Individual

- Translation
- Transcription
- Analysis
- Mapping
- GIS/GPS
- Research
- Administration
- Access
- Data Entry/Management
- Equipment
- Travel
  [Describe travel episode(s)]
- Tutoring
- Language Instruction
- Gifts
  (Please explain if related tied to Human Subjects)
- Other
**Best Practices**

- Journal of expenses (date, payee, purpose, method and amount of payment, location)
- Receipts (detailed information regarding the purchase) (who, what, why, where, when, how)
  
  http://www.stanford.edu/group/fms/fingate/docs/lost_missing_receipt_form.pdf and
  http://www.stanford.edu/group/fms/fingate/staff/reimburse/policy_notes/reimbursable_expenses.html
- Estimation of rate of pay http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html and
  http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/per_diem_rates.html
- Using (institutional) affiliations
- Estimate of cost of living, mileage, per diem http://www.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/mileage_reimb_rates.html

**Buying and Paying Policy References**

http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/policy_living_wage.html
http://www.stanford.edu/group/fms/fingate/suppliers/dobusiness/contact_SU.html
http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/invoice_process.html
http://www.stanford.edu/group/fms/fingate/suppliers/getpaid/instruction_invoice.html

**Other References**

Export Controls http://export.stanford.edu
The Stanford International Initiative http://international.stanford.edu
Stanford University Research Compliance Officer http://humansubjects.stanford.edu/
Stanford University, Institute for Research in the Social Sciences https://iriss.stanford.edu/students-data-research-services
The Office of International Affairs http://oia.stanford.edu and https://international.stanford.edu/travelers
Stanford University Research Compliance Officer http://humansubjects.stanford.edu/
EHS Field Safety Plan https://ehs.stanford.edu/topic/field-research-safety
https://docs.google.com/document/d/1XuiXirkrYSZc8arZlWtplwrG3H1kZf19spQCRgSPggQ/edit