

MISSION TRIP INSTRUCTIONS

[Mission Trip Application](#) 

Please read and follow these instructions carefully.

'FIRST TIME' REGISTRATION - 10:00 p.m. Saturday, March 4 to Sunday, Sunday March 5 10:00 a.m.

This registration is for any student who has never participated on a mission trip with LLUSD - local or international. You are eligible to receive two-thirds reimbursement for airfare for only one international trip during your course of study at LLUSD.

OPEN REGISTRATION - Sunday, Sunday March 5 10:00 a.m. to Wednesday, March 8 11:59 p.m.

This registration is open to all students whether you have participated on a mission trip or not. If you have participated previously on a mission trip and another student registers after you who has never before participated on a mission trip, consideration will be given to their application before yours.

It is the desire of Service Learning to provide a mission experience for all DDS and DH students during their 2 or 4 year tenure at LLUSD.

PLEASE NOTE: Applications will be collected in the order received based upon the date/time stamp of submission. Incomplete applications or those that do not


comply with all the above will be considered only after all other applications have been reviewed. **Please be sure to fill in ALL the applicable blanks.** Also remember that if you have received trip reimbursement for one trip, you will not be eligible to receive reimbursement on a second trip even if you are fortunate enough to be selected for a second time.

You will need a valid passport with an expiration date on or after **March 2018 before you submit an application for the trip. If your passport is expired your application will not be considered.**

Save the application to your computer. You will be able to upload your completed application, when the registration information becomes available during the registration period (stated above). Make your trip selection carefully as you will only be given **one** opportunity to upload a file.

PLEASE DO NOT EMAIL APPLICATIONS TO THE SERVICE LEARNING OFFICE!!!

Once you have submitted your application, please do the following:

- Go to the "**FORMS**" menu
- Select the [Student Approval Form](#)  - PRINT
- Get the appropriate signatures - **NOTE:** DDS students no longer need Clinic Administration
- Please submit your approval form during the week of trip registration (You are given 1 week to submit the application)

- Submit your current passport to the Service Learning Office (You can submit by bringing your passport/or a copy (face page only) to our office, scanning a copy (face page only) and emailing to anicolas@llu.edu)

Once you are selected you will be informed by our office through email. Please be ready to purchase the airline ticket.