



# University Group Travel Insurance Application Form for Outbound Student-Led Activities

(Please submit the completed form to [ssa@ust.hk](mailto:ssa@ust.hk) for approval before departure.)

## Event Information: (Please attach a daily trip itinerary.)

Trip/Event Name:			
Organizing Group/Project:			
Funding Support:	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify (e.g., SEAS, Hsin Chong):		
Destination:		Trip Period:	____/____/____ - ____/____/____ yyyy mm dd mm dd
Trip Objectives:			

## Emergency Contact during the Trip:

Contact Person:		Role in the Trip:	
University Email:		Contact No.:	____ - ____ - ____ country code area code telephone no.

## Details of the Participants: (add separate sheet if needed)

No.	Full Name (as shown on the travel document)	Type*	Student/Staff No. for Type "S"	Please specify for Type "O"
e.g.	Chan Tai Man	O		Coach
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

\* S: HKUST Students / Staff

A: HKUST Alumni

T: Other Tertiary Students

O: Others

Note: The University Travel Insurance only covers Type "S" with "active" status before departure. E.g., HKUST students graduating after the Spring term are considered 'alumni' from July and will have no insurance coverage. Trip organizers must advise all participants without coverage to purchase insurance.

## DSTO Use Only

Approved by Head, DSTO-SSA: \_\_\_\_\_ Date: \_\_\_\_\_

Dr Cindy LAM

Ver. 2025/04