



Operational Risk Management  
4400 University Drive, MSN 6D6  
Fairfax, Virginia 22030  
Phone: 703-993-2599

## **Declaration of Coverage Letter Request**

International travelers may be asked for verification of insurance coverage when applying for visa's or other travel documentation. If the country in which you are requesting permission to travel asks for proof of insurance please provide the below information to Operational Risk Management (ORM) at least two (2) weeks prior to needing the documentation. University Policy 1134 requires all travelers to register their upcoming trips in the Mason Travel Registration System. ORM will send the declaration of coverage letter via email after verification of compliance with Mason policy.

### **Contact Information:**

Name:

Date of Birth:

Email Address:

Phone:

**Dates of Travel:** Start Date:

End Date:

**Destination/s: Please list all the countries you will be visiting and the dates at that location.**

Location:

Arrival Date:

Departure Date:

### **Spouse and/or Dependant(s) Information (if accompanying you on travel):**

Name:

Date of Birth

Submit to Operational Risk Management via email to [risk@gmu.edu](mailto:risk@gmu.edu)