

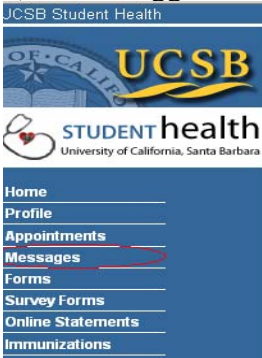
## EAP Travel Appointment Request at Student Health Service

1) Go to <http://studenthealth.sa.ucsb.edu/> and click on Gateway to secure log in.



2) Log on by entering your NET ID and Password. Click on proceed.

3) Once logged on, on the left hand side click on “Messages”



4) Then Click on New Message




5) Then select Travel Appointment Request and continue.



- 6) Complete the Electronic Travel Appointment Request Form and Send. You will get a reply back with confirmation of your scheduled Travel Appointment.

### Travel Appointment Request Form

\*\* Departure Date  

\*\* Expected duration of travel

\*\* Itinerary (list the specific destinations for each country you will be visiting):

Appointment Type: (Please select one below)

Education Abroad Program (EAP) Travel Appointment Request

Personal Travel Appointment Request

Other Program Travel Appointment Request

When will you be available to come in for your appointment? (Select three of the best times that will meet your scheduling needs.)

<input type="checkbox"/> Monday 8:15am	<input type="checkbox"/> Monday 4pm
<input type="checkbox"/> Tuesday 8:15am	<input type="checkbox"/> Tuesday 4pm
<input type="checkbox"/> Thursday 8:15am	<input type="checkbox"/> Thursday 4pm
<input type="checkbox"/> Friday 8:15am	<input type="checkbox"/> Friday 4pm

Additional Comments:

Your phone number with area code: