

Please send an email to [mobile@oit.rutgers.edu](mailto:mobile@oit.rutgers.edu) also include your *budget officer* and *department head*. **If your budget officer and department head is not included on the request, it cannot be process.**

**All requests for International data must be made within business hours. (Monday-Friday 8:00 – 4:00) Any request made outside of business hours will be processed the next business day.**

You can visit the following website for additional plans and travel tips some recommendations are listed below:

<https://www.att.com/ecms/dam/att/consumer/upperfunnel/2018/pdf/Travel-Tips-Passport.pdf>

Please forward the following information to the [mobile@oit.rutgers.edu](mailto:mobile@oit.rutgers.edu):

**List the travel dates and location:**

**Travel Dates (Start):**

**Travel Dates (End):**

**Destination/Location:**

**User Name:**

**Cell Phone number:**

**Type of service to add: Please select one of the packages listed below:**

**AT&T – International Day Pass = (\$10.00 per day - Unlimited Talk, Text and Data – Please review the following web link for all supported countries for this package: <https://www.att.com/shop/wireless/international/global-countries.html> )**

**Passport Options (Longer Trips) :**

- **AT&T Passport – 22GB = (\$100.00 - 250 Mins (0.25/min overage) – Text Unlimited – Data 22GB (after 22gb, data speeds are slowed to max 256Kbps for rest of bill cycle)**

**Cruise Ship Options:**

If you will be traveling on a cruise ship, please review the following web link (<https://www.att.com/offers/international-plans/cruise-packages.html>) to verify the cruise line and ship you will be traveling with is supported for the below package options.

- **AT&T Cruise Talk and Text (NOTE: This package does not include data, any data usage will be considered roaming) = \$50.00 (50 minutes Talk, overage is \$2.00 per minute (incoming/outgoing), Unlimited Text: Send text/picture & video message\*)**

**\*Standard domestic messaging rates apply to text, picture, and video messages received.**

- **AT&T Cruise Talk, Text and Data = \$100.00 (Unlimited Talk, 200MB of Data; Overage: \$2.00/MB, Unlimited Text: Send text/picture & video message\*)**

**\*Standard domestic messaging rates apply to text, picture, and video messages received.**

***Please note: You will receive a confirmation email one business day prior to your departure date stating the plans were added to your mobile device.***