

Please send an email to 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 processed.**

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 voice rate charges below:

http://businessportals.verizonwireless.com/international/Roaming/rates_coverage.html

Please forward the following information to the mobile@oit.rutgers.edu:

List the travel dates and location:

Travel Dates (Start):

Travel Dates (End):

Destination/Location:

User Name:

Cell Phone number:

Smartphone Plan Option:

- **International Data Access @ \$82.04 - AC II 4G Global 400 Anytime Unlimited email and Data and Messaging – 86717**
- **Custom Travel Pass for Business Canada/Mexico (Unlimited Talk, Text and Data) @ Zero cost for Canada and Mexico / \$5.00 Per day for the rest of the world travel (NOTE: Data speed in Canada or Mexico will decrease after 2GB of data used for the rest of that day)**

**** Please visit <https://www.verizon.com/plans/international/> for supported and non-supported countries and rates.****

Hotspot Plan Option:

- **4G GLOBAL DATA 100MB@ \$18.75 –100MB of Global Data Access (NOTE: Should you exceed the initial 100MB you will be auto charged \$25.00 for each additional 100MB. Verizon advises to utilize hotel WIFI connectivity whenever possible to avoid high data charges)**

NOTE – FOR CRUISE SHIP REQUESTS: This does not cover use of services while aboard the cruise ship, please see below for rates and supported cruise ships:

<https://www.verizonwireless.com/solutions-and-services/international-travel/>

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

For billing concerns, please contact OIT Billing at 732-743-2550.