

Checklist for Taking Students Abroad

Program: _____

Faculty Coordinator: _____

Dates of Travel: _____

APSU Requirements:

- Notify the Office of Study Abroad and International Exchange (OSAIE) of your study abroad intentions via email at least nine months prior to the trip.
- Monitor State Department Travel Warnings and Alerts and heed APSU policy.
- Meet with OSAIE to discuss and complete the following:
 - Program cost breakdown (Attach supporting documentation)
 - Travel authorization forms (individual and group)
 - Authorization of out-of-country travel form
 - Tentative course syllabus
 - Tentative Itinerary
 - Obtain signatures from your Chair and Dean
- Submit your program website updates/edits to OSAIE.
- Update your Terra Dotta program brochure.
- Program poster requests should be submitted via email.
 - Attach your poster picture files in JPEG
 - Winter program photos due by May 1.
 - Spring/Summer/Exchange photos due by August 1.
- Heavily recruit students in your classes, on campus, etc.
- Encourage interested students to complete the online mandatory advising session on Terra Dotta.
 - Advising for your program cannot begin until we approve your completed cost breakdown for financial aid.
 - Advising for winter programs will start May 15.
 - Advising for spring and summer will start Oct 1.
- Participate in the fall study abroad fair.
- Hold program specific study abroad information sessions.
- Check Terra Dotta periodically to review student applicants.
 - Send out individual and/or bulk emails to applicants reminding them to complete their study abroad paperwork (pre & post decision).
 - Periodically run applicant lists and reports for your review.
- Secure plane tickets, lodging, excursions, class rooms, etc.
- Send program invoices to OSAIE so checks and wire transfers can be processed.
- Communicate with OSAIE to ensure students complete all paperwork at least four weeks prior to departure.

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- Assist in making phone calls or emails to students who have not confirmed their study abroad classes.
- Complete OSAIE's mandatory study abroad faculty coordinator orientation.
- Request ISIC and emergency contact cards from OSAIE.
 - o Review ISIC website.
 - o Research the local emergency numbers, hospitals, etc.
- Hold a pre-departure orientation with students.
 - o Inform the OSAIE of your orientation date.
- Submit a copy of your personal passport and updated emergency contact information to OSAIE.
- Keep a copy of the group travel manifest with you throughout the trip.
- Secure a cell phone or add an international plan for your time abroad.
 - o Program international emergency numbers into your cell phone.
 - o If applicable, program student numbers in your cell phone.
 - o Contact your bank and credit card companies.
- Upon arrival, confirm with OSAIE that students have arrived as planned.
- Upon arrival, confirm local numbers and hold an on-site orientation.
- At the end of the program, select one student to distribute program evaluations, collect forms, and return to the Office of Study Abroad and International Exchange in a timely manner.
- Notify OSAIE of your group's safe arrival home.
- Submit travel claim within 30 days of return to the U.S.
- Post grades in Banner.
- Complete and submit your annual report to OSAIE by the deadline.

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