

## Study Abroad & International Exchange 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 Campus Community 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 application on Campus Community.
  - Mandatory advising is no longer required for students.
  - 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 and spring study abroad fair.
- ☐ Hold program specific study abroad information sessions.
- ☐ Check Campus Community periodically to review student applicants.
  - Send out individual and/or bulk emails to applicants reminding them to complete their study abroad paperwork (Application and Code of Conduct Check).
  - 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.
- ☐ 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 emergency contact cards from OSAIE.
  - Review ISI website for insurance.
  - Research the local emergency numbers, hospitals, etc.
- ☐ Hold a pre-departure orientation with students.
  - Inform 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.
  - Program international emergency numbers into your cell phone.
  - If applicable, program student numbers in your cell phone.
  - 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, remind students to log in to Campus Community and complete their online evaluation.
- ☐ 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.

### **Contacts:**

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