

Faculty-Led Group Study Abroad Program Checklist

Please refer to the Faculty-Led Group Study Abroad Programs Handbook for further explanation of these items.

Planning the proposal

8-12 months prior to your trip

- Meet with the Study Abroad Coordinator prior to submitting the proposal
- Start the process 8-12 months in advance of the travel dates
 - Proposals are due October 1st for Spring and Summer travel and February 1st for Fall and Winter programs (Exceptions may be made, so please speak with the Study Abroad Coordinator)
- Have the department chair sign the proposal as well as any contracts that you sign with travel organizations, travel agents, partner organizations, etc.
- Ensure that at least 1 credit hour is offered during the trip
 - Only 1 credit per week of travel
 - 1 additional credit can be added per week (5 days) with the requirement of additional student coursework (a note must be added in the Schedule of Classes and explained on the course syllabus)
- Contact the Study Abroad Coordinator to put the class on the course scheduler.
 - The course number should end in .81 for the off-campus course during the dates of travel
- Submit a budget detailing all student costs
 - Include airfare, passports, visas, health insurance, tuition, program fees, tourist expenses, food, vaccinations, exit fees, etc.
 - Arrange to prepay as many expenses as possible
- Know if visas are required for participants
 - Know the process for obtaining the visa so that you can help students
 - Include the visa fees in your budget
- Submit a payment plan and refund policy
 - Student payment deadlines should be early enough to allow you to pay prepaid costs such as airfare, hotels, etc.
 - Make the initial student payment deadlines before the IPSO student deadlines of March 1st for Summer/Fall programs, October 1st for Spring/Winter programs, and February 15th for Spring break programs for proper processing of stipends
 - Payment in full for the program fee must be received at least 3 weeks prior to departure
- Include learning outcomes in the proposal. See Appendix K

After proposal acceptance and as students are enrolling

The Study Abroad Coordinator can help with any of these items

- Promote your program with classroom visits, flyers, brochures, Bulk-Es, info sessions, etc.
- Have students fill out the initial application form
 - The Study Abroad Coordinator will send a copy of the application forms to you.
- Send students to Financial Assistance to discuss their financial aid options

- ❑ Tell any international students wanting to participate that they may have different visa requirements and must check their U.S. visas
- ❑ Tell non-PSU students that they must apply as a non-degree seeking student to PSU in order to participate.
- ❑ Set up an 1844 account, if needed, for student payments
 - Send the payment plan and 1844 account number to the Study Abroad Coordinator
- ❑ Provide students with payment slips to pay deposits to the Cashier's Office or ask the Study Abroad Coordinator to create a link so students can pay online.
- ❑ Tell students that IPSO will purchase Inext international health insurance for their program and that they must reimburse IPSO for this insurance.
- ❑ Check students' GPAs to make sure they are above a 2.5

After students are enrolled and *initial* payment deadlines have passed

- ❑ If the actual program cost is lower than advertised due to increased enrollment or lower prices, you can reduce the last payment collected, use the money on the program for an additional group activity, or leave the excess funds in the 1844 account.
 - Funds in the 1844 account after the program that are greater than \$500 will be transferred to a study abroad emergency account.
- ❑ Ensure that students have a valid passport valid 6 months from the return date
- ❑ Check with the Cashier's office/travel organization to ensure that students have paid
- ❑ Initial application form and stipend paperwork must be submitted to IPSO March 1st for Summer/Fall programs, October 1st for Spring/Winter programs, and February 15th for Spring break programs in order for students to be eligible for stipends.
- ❑ Suggest students receive Travel Health Consults at the Student Health Center
- ❑ Host pre-departure orientation sessions for your students
- ❑ Purchase plane tickets, if not included with a provider organization

Before departure

- ❑ Meet with the Study Abroad Coordinator and get your Faculty Leader's Notebook
- ❑ Verify that students have enrolled in the required class for the trip
- ❑ Verify that students have paid all tuition and fees
- ❑ Have students attend the IPSO pre-departure orientation
- ❑ Prepay as many expenses as possible
- ❑ If any expenses cannot be prepaid, submit the Permission to Pay on Site form
 - Let students know which expenses they are required to pay on site
- ❑ Submit the Contact Information Sheet to the Study Abroad Coordinator at least 2 weeks before departure (sent via email)
- ❑ Arrange to have a cell phone while abroad
- ❑ Read PSU Study Abroad Crisis Management Plan
 - Have copies of all emergency contact information
- ❑ Have students sign behavioral agreements, if desired
- ❑ Verify students' plans to get to the airport or program site, if not using a group flight
- ❑ Work with the office manager in your department to fill out a T-form, get a cash advance and/or encumber funds if you will cross the fiscal year. Also make sure you know the exact amount in

the 1844 account that can be spent and what needs to be left in to cover possible credit card fees, and whether you will be allowed to charge any faculty expenses to your PD account

During travel

- Keep receipts for food, entrance fees, lodging, transportation, and other costs incurred and record these expenses on the form provided in the Faculty Leader's Notebook
 - If a receipt is not available from a vendor, note that you must complete the Business Office's Exception/Lost Receipt form
- Keep a cell phone so that students can reach you in an emergency
- Communicate with IPSO in the event of an emergency
- Fill out incident reports to document any emergency that arises
- Have students fill out the Check-Out Sheet for Independent Travel if students travel independently

After the trip

- Turn in grades to the Registrar
- Turn in receipts and a Travel Detail Form to the Business Office
- Turn in student evaluations, learning outcomes report, and final budget to the Study Abroad Coordinator
 - The payment for academic credit will then be processed