

Checklist for International Education Program Administrators

Checklist for International Education Program Administrators	Yes	No	N/A
1. Have you advised students to obtain a passport if they have not already done so?			
2. If the traveler has a passport, have you verified that it is valid for at least six months beyond his/her planned return from the stay abroad?			
3. Have you advised the student how to obtain any necessary visas?			
4. For students studying abroad, have you provided in-country arrival information?			
5. For students who have disclosed any physical or mental impairment, have you discussed the availability of accommodations at the program's location?			
6. For students studying abroad, have you described what constitutes acceptable behavior and conduct while in the program and appropriate conduct in the host country? Examples: cheating or plagiarism in academic work, forgery or misuse of legal documents, destruction of property, sale or possession of illegal drugs, failure to attend classes as required; violation of the laws, rules and regulations of the host university; behavior that endangers others flagrant disregard of local customs and beliefs which might results in offending host country citizens.			
7. Have you described the consequences should students violate standards of acceptable behavior and conduct while in the program? Example: Violations of acceptable behavior may result in expulsion from the program without financial refund or opportunity to complete academic credit requirements.			
8. Have you advised students to read the Department of State Travel Warnings for information about the current political and environmental climate?			
9. Has the student signed an assumption of risk release document for Study Abroad?			
10. Has the student signed a "Permission for Emergency Treatment" form?			
11. Has the student been given a detailed trip itinerary indicating potential side trips?			
12. Has the student been provided with emergency information including: <ul style="list-style-type: none"> • Local U.S. Embassy and Consulate addresses and telephone numbers • The names and phone numbers of whom to contact in case of an emergency both in-country and on the home campus? For example, the name and 24-hour phone number of the program director/leader. 			
13. Is the student familiar with International SOS and the services provided?			
14. Has the student been provided with an International SOS membership card?			
15. Has the student been advised to photocopies of important documents with them, including? <ul style="list-style-type: none"> • Passport • Plane tickets • Travelers checks • International Student ID Card • Driver's License • Numbers for lost/stolen credit cards • Telephone number to the health insurance carrier and health card 			
16. Has the student been provided with a clear outline of the academic expectations of the program?			
17. Has the student been provided with a clear understanding of any extra required field trips?			
18. Has the student been provided detailed information about their financial responsibilities as participants in the program?			

19. Has the student been provided housing information?			
20. Have you discussed culture shock and cultural adjustment issues with student, and/or provided information about it?			
21. Have you provided packing information about what to bring, advice on what not to bring, and what weather to expect?			
22. Have you addressed relevant medical requirements and concerns, including: <ul style="list-style-type: none"> • Recommending a physical health examination prior to departure. • To pack and carry personal medications and medical supplies while out of the country, and to make certain medicines and prescriptions are carried in original clearly marked containers to avoid problems with suspected drug trafficking. • Recommending travelers refer to the Centers for Disease Control's web site. 			
23. Have you informed the student about the laws, customs, and cultural differences of the host country they are traveling?			
24. Have you had the student develop a personal emergency action plan to include how to handle a crisis if one should arise during the study abroad program period?			