

## JSU Study Abroad Faculty Checklist Cooperative Center for Study Abroad Programs (CCSA)

We recommend that the study abroad program proposal is initiated at least 18 months prior to the intended travel dates.

Print this checklist and keep it updated as you proceed with your study abroad proposal and program.

- Review Study Abroad Policies ([Link](#))
- Review CCSA website ([Link](#))
- Decide on Location/Time for program
- Complete Study Abroad Faculty-Led Program Interest Form ([Link](#))
- Initial appointment with Study Abroad Coordinator
- Finalize Budget and Itinerary
- Finalize syllabus/syllabi
- Get course syllabus/syllabi approved by department chair
- Complete Study Abroad Faculty/Staff Program Proposal ([Link](#))\*
- Answer any questions from Study Abroad Committee (**if applicable**)
- Proposal approved by all parties involved
- Complete CCSA Program Proposal
- Finish marketing plans
- Attend Study Abroad Faculty Leader Risk Response Training\*
- Enroll in Smart Traveler Enrollment Program (STEP) ([Link](#))
- Obtain flight ticket
- Obtain visa (**if applicable**)
- Attend CCSA Orientation and JSU's Pre-Departure Orientation\*

\*Study Abroad Proposal- you need to attach your resume, narrative, program itinerary, budget for the program/cost of the program, course Syllabus, copy of your passport (if you already have one) and copy of your health and travel insurance (if you already have them)

\* Risk Response Training- If the travel destination has the travel advisories issued at Level 3 or 4 by the Department of State or CDC, the faculty member will need to complete the **Request to Travel to a Restricted Destination Form** ([Link](#)) at least 45 days before at least 45 days before the program start date and prior to the training.