



## JSU Study Abroad Faculty Checklist Faculty-Led Program with a Third-Party Provider

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](#))
- Decide on Location/Time for program
- Complete Study Abroad Faculty-Led Program Interest Form ([Link](#))
- Initial appointment with Study Abroad Coordinator if you have questions
- Finalize Budget and Itinerary with Third-Party Provider
- Finalize syllabus/syllabi
- Get your course approved by department
- Complete Study Abroad Faculty/Staff Program Proposal\* ([Link](#))
- Answer any questions from Study Abroad Committee (**if applicable**)
- Proposal approved by all parties involved
- Complete marketing plans
- Attend Study Abroad Program Leader Risk Response Training\*
- Enroll in Smart Traveler Enrollment Program (STEP) ([Link](#))
- Obtain travel insurance (**unless included in provider's package**)
- Obtain flight ticket
- Obtain visa (**if applicable**)
- Create study abroad section of your course and register students for course
- Attend 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 Management 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 also need to complete the **Request to Travel to a Restricted Destination Form** ([Link](#)) at least 45 days before the program start date and prior to the training.