



Office of International Programs

### Education Abroad Program Leader Pre-departure Checklist

Effective program management entails attending to a wide variety of time-sensitive tasks and details. This checklist is designed for program leaders as a guide to navigating through these pre-departure preparations. Please proceed to follow the checklist upon approval of your program proposal. Contact the Office of International Programs with any questions or concerns you have regarding any steps or items below.

Leader	Done	Time Frame	Item
All		Upon program approval	Meet with <a href="#">Kara Pike Inman</a> if you are a new program leader.
You Determine		Upon program approval	Complete the <i>Promotional and Application Needs Survey</i> that you received via email. If your program is a new program or has changed from previous versions, please also complete the OIP brochure template and submit to <a href="#">McKenzie LeFlore</a> , OIP graduate assistant. Your program application will be created once these are complete.
You Determine		Upon program approval	<b>Courses:</b> Have UNCW courses associated with program entered into banner, as a regular class if part of spring term, or use course code 800 and building code 999 if part of a summer program <i>and</i> entirely taught off campus. Restrict enrollment to be by "Permission of Instructor"
Primary		Upon program approval	<b>Program Provider Contracts:</b> Do not sign the contract. Forward the contract to <a href="#">Olivia Harvey</a> for review and she'll obtain the appropriate University signature.
All		Upon program approval	<b>Consular reports and travel advisories:</b> Review reports and advisories for safety and travel updates for all specific program sites at <a href="http://www.travel.state.gov">http://www.travel.state.gov</a> .
All		Upon promoting program	<b>Application:</b> Become familiar with current OIP application and deposit procedures. Students select and apply for your program through: <a href="http://educationabroad.uncw.edu/">http://educationabroad.uncw.edu/</a> . Students will complete the application and submit all application materials online. You can create a pseudo application if you wish.
Primary		Upon promoting program	<b>Non-UNCW Students:</b> Inform <a href="#">Kara Pike Inman</a> if you wish to allow non-UNCW students to participate in your program so that we can enable this option within the application system.
Primary		Before Financial Meeting with OIP	<b>Leader e-Training:</b> Review Financial Matters section of the <a href="#">Program Leader Handbook</a> .
All		As scheduled	<b>Program Budget &amp; Travel Meeting:</b> OIP will contact you to set up a Budget Meeting during which you will go over your program budget, payment deadlines, and payment processes with OIP and budget staff. These are required for all programs.
All		As scheduled	<b>Education Abroad Program Leaders Meeting:</b> Attend one of the <i>Education Abroad Program Leaders Meetings</i> , sponsored by OIP. This is mandatory for new program leaders and every three years for returning program leaders.
All		Before accepting applications	<b>Program Cancellation and Refund Policies:</b> Review the policies for program refunds & cancellation within the <a href="#">Travel Abroad and Re-entry Policy</a>
All		Ongoing	<b>Once application is open to students:</b> Evaluate applications and complete Review, selecting "Accept" or "Reject," including any comments necessary.

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All		Ongoing	Promote Program and Recruit Applicants. Please contact <a href="#">Kara Pike Inman</a> if you wish for OIP to promote your program via UNCW Study Abroad's social media for wider recruitment of UNCW student participants, or via state or national list serves for non-UNCW student recruitment.
Primary		Ongoing	Continue to finalize budget details and logistics. You may submit updated budgets or consult with <a href="#">Olivia Harvey</a> at any time.
You Determine		If applicable	OIP will check all study abroad participants for disciplinary records with the Office of the Dean of Students. These will be available for you to view as part of a report that will be shared with you. If a student has a disciplinary record, consider student's suitability to go, and discuss behavioral expectations with student. Feel free to discuss any concerns with OIP.
All		Once you know you are going	Determine visa and entry requirements for program leaders and participants. (Resource: <a href="http://www.uncw.edu/international/abroad/passportandvisas.html">www.uncw.edu/international/abroad/passportandvisas.html</a> ). Communicate necessary steps accordingly with participants.
You Determine		Once program has closed	Review applications for any disclosures regarding health information questions which should be discussed. Log on to OIP Education Abroad database and search for your program here: <a href="http://educationabroad.uncw.edu/">http://educationabroad.uncw.edu/</a>
Primary		At least one month prior to any payment deadlines	<b>Finalize Program Budget &amp; Payment Deadline:</b> Determine official program fee by finalizing budget. Please ensure that your final budget, final list of program participants, and any invoices to be paid are submitted to <a href="#">Olivia Harvey</a> at least one month prior to the date on which any payments must be received by any outside entities.
You Determine		Once program has closed	<b>Provide Notifications to Participants</b> regarding: Acceptance to the program, estimated/final program fee amount and program fee and payment process/deadline, as well as OIP and program specific pre-departure orientations meetings
Primary		Ongoing	Notify <a href="#">Kara Pike Inman</a> via e-mail if any participant withdraws from the program
Primary		6-8 week prior to departure	Submit all necessary paperwork for your <b>3rd Party Lodging</b> . For questions, contact <a href="#">Sandy Gladden</a> , Travel Manager.
		As scheduled	<b>Pre-departure orientation:</b> Advise students of required pre-departure orientation hosted by OIP. <b>For a list of dates for Short-Term Spring and Summer orientations, please visit our <a href="#">Pre-Departure Preparation</a> webpage</b> See pre-departure section of the <i>Study Abroad Program Leader Handbook</i> for details on topics which should be addressed in your program-specific, pre-departure preparations and/or an arrival orientation.
Primary		Upon Program Fee Payment Deadline	<b>Program Account Balance and Summary:</b> Verify with <a href="#">Olivia Harvey</a> that all students have paid full program fee charge or have forthcoming aid which will cover it. Follow up with necessary student who have outstanding student payments of program fees.
All		4 weeks prior to departure	Complete the <a href="#">Program Leader Insurance Enrollment Form</a> for all Program Leaders and submit to <a href="#">Rhonda Lamarsh</a> . Make sure the dates are accurate.
All		4 weeks prior to departure	Ensure all students going are enrolled in course(s) associated with the program.
All		4 weeks prior to departure	Complete the <a href="#">Program Leader Cell Phone Selection Form</a> and submit to <a href="#">Megan Hinson</a> .
You Determine		2 weeks prior to departure	<b>Travel Itineraries:</b> Gather information of students' international travel itineraries for monitoring safe arrival of all participants. Ensure students know the plan if flights are delayed or cancelled.

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Primary		2 weeks prior to departure	Provide to participants, OIP and immediate supervisor: - a detailed program itinerary - emergency contact information for program leader(s). - contact information for other on-site individuals and/or places (hotels, travel agents, tour guides, colleagues at the site, etc.).
You Determine		2 weeks prior to departure	<b>Embassy Registration:</b> Register group travel at: <a href="https://step.state.gov/step/">https://step.state.gov/step/</a> and review reports and advisories for safety and travel updates for all specific program sites at <a href="http://www.travel.state.gov">http://www.travel.state.gov</a> .
All Taking UNCW Phones		1-2 weeks prior to departure	<b>Cell Phone:</b> Set brief appointment to pick up cell phone from <a href="#">Megan Hinson</a> if taking a UNCW phone. Make sure you know how phone works and test it. If you are utilizing another phone, provide OIP with the telephone number.
Primary		1 week prior to departure (won't be released prior)	<b>Final Money:</b> Pick up any pre-payment checks from <a href="#">Olivia Harvey</a> . Group travel and per diem advances (if requested and authorized) will be deposited at this time. Check account to verify.
All		1 week prior to departure	Review this checklist, your final packing list, syllabus, itinerary, and contact list. Are you forgetting anything?
All		1 day prior to departure	Take a deep breath! Thank you for providing the wonderful opportunity for students!