GLOBAL EDUCATION PROGRAM LEADER PRE-DEPARTURE CHECKLIST

Program name: __________________________________________ Sponsoring unit (college/department): _______________________

Program departure date: _________________________ Program return date: _____________________________________

Lead faculty member (with decision authority): _________________________________________________________________

Campus address: __________________________________________ Campus phone: __________________

Home/cell phone: __________________________________________ Email: __________________________

Individual authorized to cancel the program before departure: ___________________________________________________

Phone: ________________________ Email: ___________________________________________________________

CHECKLIST:
The following checklist and supporting documentation must be received by the Virginia Tech Global Education Office at least one month prior to program departure. All questions may be directed to GEO via phone (540) 231-5888 or email vtabroad@vt.edu.

Program Information:
___ Planned location and contact phone numbers for each day of program
___ Program leader’s overseas cell phone number
___ For travel between cities, method of travel and contact information (e.g., travel agent, airline, bus company, if applicable)
___ Complete flight itinerary (including dates and flight numbers) during program. If students arrange their own travel to destination country, provide each student’s flight itinerary or request that it be collected in StudioAbroad
___ Participant list including name, email address, student ID number, home address, name of person to be contacted in emergency, and phone number of emergency contact person (reflective of the final roster found in the StudioAbroad database at www.educationabroad.vt.edu)

Student Forms: (Collected and audited by Global Education via StudioAbroad)
___ Emergency Contact and Authorization to Release Information form from each participant
___ Signed University-approved Program Liability Agreement from each participant
___ Signed Refund/Cancellation and Financial Agreement policy from each participant with wording that costs could be increased due to unforeseen changes in exchange rates or other events (customizable)
___ Signed Undergraduate Honor and Student Conduct Records Release Waiver from each undergraduate participant
___ Signed Voluntary Health Disclosure form
___ Travel Warning Informed Consent form, if relevant to program travel destination/s
___ Legible, color copy of Passport ID page for each participant and US visa page in the case of program participants who are non-US citizens
Risk Management:
____ Program leader has attended both a GEO program management and pre-departure training within the past three years
____ If destination country is under a U.S. Department of State Travel Alert or Warning, Center for Disease Control and Prevention Travel Notice, and/or World Health Organization warning, approval has been secured via petition. Petitioner should contact the Global Education Office.
____ All program participants have been enrolled in the university’s mandatory travel medical insurance plan via the VT GEO Scholar site (reflective of the final roster found in the StudioAbroad)
____ All participants have been enrolled in the U.S. Department of State’s Smart Traveler Enrollment Program prior to departure (reflective of the final roster found in the StudioAbroad)

APPROVALS:

Faculty Member /Program Leader
Name:___________________________________________

Signature:_________________________________________ Date:_________________________
(Signature indicates that all information required in checklist has been provided, either to the department or to VT GEO)

Department Head/Chair/Director
Name:___________________________________________

Signature:_________________________________________

Dean/Associate Dean/Vice President/Vice Provost
Name:___________________________________________

Signature:_________________________________________
(Signatures indicate that program, as detailed above, has met with both departmental and college approval)