



# Northwestern Oklahoma State University

## Study Abroad

### Faculty Led Study Abroad Checklist

#### More than 1 year out

- Research location options, costs, itinerary, connection to course, preliminary travel requirements
- Select and propose trip to department chair
- Develop recruitment strategy

#### 1 year out

- Apply to Study Abroad Committee (SAC): **Faculty-led Course Proposal Form**
- Begin recruitment of students **only after you have received notification of approval from the SAC**
- Begin developing fundraising plans
- Research currency exchange rates
- Research phone plan options
- Research insurance options

#### 6 months out

- Begin to implement fundraising
- Begin to collect information from travelers
  - Passports and visas
  - Emergency contact information

#### 3 months out

- Coordinate flights, room arrangements, and ground transportation
- Develop student budget, calculate tips, meal costs, excursions, etc...
- Begin planned meetings and/or classes
- Continue to monitor country events and issues
- Final student signups

#### 2 months out

- Educate students about expectations for the trip
  - Student budget
  - Packing advice (electricity adapters etc...)
- Money exchange
  - Phones
  - Passport/visas
  - Credit card services
- Have students/travelers connect via meeting, social media, email
- Collect needed documents and distribute to SAC (SAC will provide copy of emergency numbers to senior administration)
- Double check flights and rooms

#### 1 month out

- Finalize details of trip left undone
- Provide **finalized** itinerary to SAC
- Provide finalized list of travelers & emergency contact information to SAC**
- Check emergency numbers list, copies of documents



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### 2 weeks out

- Final trip meeting to go over all details related to the trip
- Make final preparations for travel to and from airport

### Day of the trip

- Go to the airport, enjoy!

Trip Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_