

## Pre-Departure Checklist for Faculty and Staff Program Leaders

Completed	Pre-Departure Task
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• After your program’s application deadline has passed, please review the submitted applications and <i>accept, provisionally accept, waitlist, or decline</i> each applicant. See <b><i>Terra Dotta Reviewer Instructions</i></b>, <a href="#">here</a>.</li> <li>• Ensure each student has a valid passport (valid 6 months beyond return to the U.S. or a passport application in progress). See passport information, <a href="#">here</a>.</li> <li>• Confirm your selected/accepted students with OIE so each student can begin the clearance process. Please allocate <u>at least</u> 7-8 weeks for all clearances and post-decision tasks to be completed. See the student workflow document, <a href="#">here</a>.</li> </ul>
<input type="checkbox"/>	<p>Check for <a href="#">visa</a> and <a href="#">travel vaccination requirements</a> for your destination. OIE will provide a student participant list to the AUCC Student Health &amp; Wellness Center, and their staff will determine the health requirements for each traveler. OIE will then provide these reports to leader(s) so they can communicate with their student travelers. These requirements will include routine and travel health vaccinations, see health information sheet, <a href="#">here</a>.</p> <p>Additionally, leaders/chaperones traveling with the students should have all their routine immunizations up to date, along with the COVID vaccines. Other travel vaccinations may be required based on destination(s).</p> <p><b><i>Ensure each traveler has been cleared by the AUCC Student Health &amp; Wellness Center prior to departure.</i></b></p> <p>Instructional for students to submit the Morehouse College study abroad/travel health forms to the AUCC SHWC, <a href="#">here</a>.</p> <p>Please be mindful of the OIE policy related to the student health clearance and required vaccinations for study abroad:</p> <ol style="list-style-type: none"> <li>1) At the discretion of the program leader, students who <b>do not</b> receive the recommended vaccinations and hold a Morehouse College religious or medical exemption will be allowed to participate in study abroad. Students will be required to provide documentation of the exemption to the Office of International Education. These students will be required to complete the recently updated study abroad waiver (required of all student travelers). No additional release or waiver will be required.</li> <li>2) Unless meeting the criteria for a medical or religious exemption, all travelers will be required to receive a health clearance to participate in study abroad. This will require that students receive all vaccinations required by the Morehouse Health Center or the AUCC SHWC. Students who are not cleared to travel will <b>not</b> be allowed to participate in study abroad programs.</li> </ol>
<input type="checkbox"/>	<p>Communicate <b><i>weekly</i></b> with student participants and OIE to ensure your group is adhering to all Terra Dotta post-decision tasks/requirements and the mandatory pre-departure clearance tasks have been completed.</p>
<input type="checkbox"/>	<p>Conduct pre-departure session(s) to prepare students for context, content, culture, etc.</p>
<input type="checkbox"/>	<p>Enroll your group in the <b><i>Smart Traveler Enrollment Program (STEP)</i></b>, a free service which allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Enrollment site, <a href="#">here</a>.</p>
<input type="checkbox"/>	<p>Prior to departure, create the required <b><i>Education Abroad Information Booklet</i></b>, for your trip. See booklet template, <a href="#">here</a>. Provide an electronic PDF copy of the trip booklet to OIE, MCPD, Office of the Provost, and all trip participants for distribution to their emergency contacts.</p>
<input type="checkbox"/>	<p>Enroll all trip participants in the iNext insurance portal for international travel insurance. (Coverage overview and pricing details, <a href="#">here</a>). <b><i>Instructions for enrollment process</i></b>, <a href="#">here</a>. <b><i>Enrollment form</i></b>, <a href="#">here</a>. (<b><i>NOTE: OIE assists with the iNext enrollment process; however, the cost of insurance coverage must be paid by the study abroad program.</i></b>)</p> <p>Travel assistance while abroad, please review the iNext Travel Assistance Brochure, <a href="#">here</a>.</p>

<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Please be mindful of the required <b>OIE Chaperone Policy</b>, <a href="#">here</a>, for program leader(s) traveling with students to and from the study abroad destination. Please alert OIE immediately if you have approved students to travel independently. Students traveling independently to or from a destination must execute a travel waiver, <a href="#">here</a>. See <b>OIE Guest Participant Policy</b>, <a href="#">here</a>. Non-Morehouse guests traveling with a faculty/staff-led program must complete a travel waiver, <a href="#">here</a>. Please submit all completed waiver forms to OIE prior to departure.</li> <li>• Before departure, all travelers should be sure to review the U.S. Department of State International Travel Advisories site to learn more about safety considerations when traveling abroad, <a href="#">here</a>.</li> <li>• All participants should review and be familiar with the <b>Traveler Safety</b> document, <a href="#">here</a>.</li> <li>• Make electronic copy of each traveler's passport, save as one file, and retain for quick accessibility while abroad.</li> <li>• Retain electronic copy and hard copy of the <b>Morehouse Personnel Emergency Contact List</b>.</li></ul>
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