

Pre-Departure Checklist for Faculty and Staff Program Leaders

Completed	Pre-Departure Task
<input type="checkbox"/>	<ul style="list-style-type: none">After your program’s application deadline has passed, please review the submitted applications and <i>accept</i>, <i>provisionally accept</i>, <i>waitlist</i>, or <i>decline</i> each applicant. See <i>Terra Dotta Reviewer Instructions</i>, here.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, here.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, here.Continue to review the U.S. Department of State International Travel Advisories site to learn more about safety considerations when traveling abroad, here. A program destination with an advisory level of 3 (<i>Reconsider Travel</i>) or higher will NOT be permitted to run.
<input type="checkbox"/>	<p>Check for visa and travel vaccination requirements for your destination. OIE will provide a student participant list to the AUCC Student Health & 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, here.</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><i>Ensure each traveler has been cleared by the AUCC Student Health & Wellness Center prior to departure.</i></p> <p>Instructional for students to submit the Morehouse College study abroad/travel health forms to the AUCC SHWC, here.</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">Students with a confirmed religious or medical exemption will be allowed to participate in faculty-led study abroad programs. These students MUST provide documentation of the exemption to the AUCC Student Health & Wellness Center via their Point and Click Portal (and/or Ms. Brittany Talbott, btalbott@msm.edu). Students must also complete and upload the travel health forms to receive their AUCC SHWC travel clearance.ALL student travelers are required to receive an AUCC Student Health & Wellness Center travel health clearance to participate in faculty-led study abroad programs. Clearance requirements MUST be completed by the stated deadline (communicated from OIE). Students who do not complete all application and health clearance requirements will be deemed ineligible to participate and WILL NOT be allowed to travel.
<input type="checkbox"/>	<p>Communicate <i>weekly</i> 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> <p>Program preparation: Feel free to edit and provide the students with a suggested packing list, here.</p>
<input type="checkbox"/>	<p>Conduct pre-departure session(s) to prepare students for context, content, culture, etc. OIE will also conduct a required pre-departure session per term, Winter/J-Mester, Spring Break, and Summer.</p>
<input type="checkbox"/>	<p>Enroll your group in the <i>Smart Traveler Enrollment Program (STEP)</i>, 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, here.</p>
<input type="checkbox"/>	<p>Prior to departure, create the required <i>Education Abroad Information Booklet</i>, for your trip. See booklet template, here (edit as needed). 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 and family members.</p>
<input type="checkbox"/>	<p>Enroll all trip participants in the iNext international travel insurance coverage. (Coverage overview and pricing details, here). <i>Instructions for enrollment process</i>, here. <i>Enrollment form</i>, here.</p> <p>Travel assistance while abroad, please review the iNext Travel Assistance Brochure, here. It is very important to familiarize yourself with the medical emergency and outpatient procedures (see the coverage overview document). Retain a hard copy for reference while abroad.</p>

<div><input type="checkbox"/></div>	<ul style="list-style-type: none">• Please be reminded of the required OIE Chaperone Policy, here, 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, here. See OIE Guest Participant Policy, here. Non-Morehouse guests traveling with a faculty/staff-led program must complete a travel waiver, here. Please submit all completed waiver forms to OIE prior to departure.• All participants should review and be familiar with the Traveler Safety document, here.• Make electronic copy of each traveler’s passport, save as one file, and retain for quick accessibility while abroad.• Retain electronic copy and hard copy of the Morehouse Personnel Emergency Contact List.• <u>While Abroad</u><ul style="list-style-type: none">▪ Please review and follow the Morehouse College Study Abroad Emergency Protocols.▪ Please report an incident immediately to the Office of International Education Lead Director, using the incident form, here.▪ Please note the Study Abroad Emergency Action Plan/College Personnel Contact List.• <u>Upon Return</u><ul style="list-style-type: none">▪ Submit any outstanding vendor payments.▪ Ensure student post–assessments are completed, the Terra Dotta student program evaluation (system deployed task to students once program end date).▪ Reconcile travel advance(s) via Chrome River, instructions here.▪ Submit any OIE incident reports.▪ Complete the OIE Faculty/Staff-Led Final Program Report, see guidelines, here.
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