Pre-Departure Checklist for Faculty and Staff Program Leaders

Completed	Pre-Departure Task
	• 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 .
	• Verify each selected student has a valid passport (valid 6 months beyond return to the U.S. or a passport application in progress). See passport information, here .
	Check for <u>visa</u> and <u>travel vaccination requirements</u> for your destination. Use these other helpful links, <u>International Travel as a Permanent Resident</u> , <u>Visa Quick Check</u> , and <u>Learn about your destination</u> to assist your selected students and program group.
	Confirm your selected/accepted students with OIE so each student can begin/complete the clearance process (post-decision tasks as well as health clearance tasks). See the student workflow document, here . We need your help with enforcing and ensuring each of your student travelers adheres to the clearance tasks. See these important tasks outlined here .
	 Follow the Business & Finance-OIE Program Budget Management Guidelines, see <a here"="" href="https://dec.in/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/heres/h</td></tr><tr><td></td><td>• IMPORTANT NOTE: Please continue to refer to the <i>Program Leader Workflow Document</i> to ensure completion of all necessary business office and internal program planning tasks as outlined.</td></tr><tr><td></td><td>• 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 (Reconsider Travel) or higher will NOT be permitted to run.
	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 .
	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).
	Ensure each student traveler has been cleared by the AUCC Student Health & Wellness Center by the stated OIE Clearance Deadline (students can be deemed ineligible to travel if they do not adhere to the clearance tasks and deadline).
	Instructional for students to submit the Morehouse College study abroad/travel health forms to the AUCC SHWC, <u>here</u> .
	Please be mindful of the OIE policy related to the student health clearance and required vaccinations for study abroad: 1) 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. Health forms MUST be uploaded for each study abroad program, no exceptions!
	2) 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.

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. Create a WhatsApp for your group for easy access communication prior to
departure and while abroad. • Conduct in-person and/or hybrid pre-departure sessions with your group to
prepare students for context, content, culture, etc. • Program preparation: Feel free to edit and provide the students with a
 Frogram preparation. Feel free to edit and provide the students with a suggested packing list, here. If your program is academic credit bearing, ensure your course has been added to your department's course offerings for the respective term. Additionally, ensure your students complete their course registration (tuition/fee payment as required).
• Review your student travelers' <i>Planning Purposes Questionnaire</i> responses (Post-decision student questionnaire task in Terra Dotta) to ensure you are aware of any special travel needs or circumstances they may have (i.e.,
 dietary, medical, physical, housing prior to departure, etc.). If student travelers in your group need to remain in their residential housing prior to departure or need access after they return, please contact tigerden@morehouse.edu and/or (470) 639-0983 as soon as possible to submit the request. Some charges may apply to the program and/or student traveler.
• Plan your Departure Day/Return to U.S. Contact the Director of Transportation, Michael Davenport to submit a ground transportation request to ascertain if their department can accommodate your group's transport from Morehouse College to the Maynard H. Jackson International Terminal. Please indicate if return transportation is also needed. Michael A. Davenport, Director of Transportation / Fleet Management 470-639-0413 office, cell 678-265-7656/michael.davenport@morehouse.edu
• Ensure your student group meets at the designated time and brings all their required documents. For international travel, the recommended time of arrival to the airport is 3-4 hours ahead of flight departure.
Ensure your group attends the mandatory OIE Pre-Departure Information Session. OIE will conduct required pre-departure session(s) per term: Winter/J-Mester, Spring Break, and Summer.
Strongly encourage each traveler in your group to enroll 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 and instructions are, here .
Prior to departure, program leaders must submit the required <i>Education Abroad Program Book</i> . See the template, here (edit as needed). OIE will provide an electronic PDF copy of the completed program book to the MCPD, Office of the Provost, Student Services, and other appropriate administration offices.
Program leaders should ensure all trip participants distribute a copy to their emergency contacts and family members.
All trip participants are automatically enrolled in the College's EIIA international travel insurance coverage. (Coverage overview, here).
Please review the coverage summary sheet, <a here"="" href="https://linear.nc.nlm.neet/heet/heet/heet/heet/heet/heet/heet/</td></tr><tr><td>• Please be reminded of the required <i>OIE Chaperone Policy</i>, here, for program leader(s) traveling with students to and from the study abroad destination. Please</td></tr><tr><td>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 <i>OIE Guest Participant Policy</i> , 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 <i>Traveler Safety</i> document, here .
Save an electronic copy of each traveler's passport as one file and retain for quick accessibility while abroad.
• Retain electronic copy and hard copy of the <i>Morehouse Personnel Emergency Contact List</i> , (this document should not be provided to student travelers).

	 While Abroad Please review and follow the Morehouse College Study Abroad Emergency Protocols Please report an incident immediately to the Office of International Education Lead Director and Program Director, using the incident form, here.
	• Post-Program
	 Post-Flogram Check your program budget balance for accuracy (Please resolve/address any deficiencies before submitting your expense reports and/or remaining invoice payments). Submit any outstanding vendor payments.
	 Reconcile travel advance and/or the Morehouse Corporate Card expenses via Chrome River, instructions here. A video guide can also be found here. If you need to move money within your program budget to specific account
	line to cover trip expenses, please contact the Budgets Office, Mr. Alberry
	Melson (alberry.melson@morehouse.edu).
	 Program Fund Closeout: Due within 60 days upon return.
	 OIE/Business & Finance Budget Closeout Template Form, here. Email your completed closeout form to hudgets@morehouse.edu and alberry.melson@morehouse.edu.
	 Encourage your students to complete the post-program evaluation. The
	Terra Dotta student program evaluation is a system deployed task sent to
	students after the program end date.
	 Submit any incident reports.
	 Complete the OIE Faculty/Staff-Led Final Program Report, see guidelines,
	here. (This report will be shared with the Education Abroad Committee)
	If you have not already done so, please share the link to your group's
	album of videos and photos.
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