Morehouse College

Study Abroad Workflow for Students Traveling on Faculty/Staff-Led Programs

- Research the steps and requirements for studying abroad via the Morehouse College study abroad website, here.
- Create a practical timeline for financial planning/preparation (savings, GoFundMe, external scholarships for short-term experiences). Ask if your program qualifies for OIE need-based funding.
- •Do you need a passport or is it time to renew your passport? Click here. Please ensure that your passport is valid at least 6 months beyond your planned return date from abroad. If not, then you MUST renew.

Research, Identify, and Apply for a Faculty/Staff-Led study abroad program

Application Process

- Apply for a program via the Morehouse study abroad website, <u>here</u>, before the application deadline. Attend any interest meetings or information sessions held by OIE or the Program Leader(s) to learn more about the experience.
- Complete the Morehouse application as well as any supplemental application requirements associated with your chosen Faculty/Staff-Led Program. This can include submitting a statement of interest, recommendation letter, resume, or unofficial transcript).
- Within the Morehouse application there are also a series of application tasks which must be read, completed, signed, and/or acknowledged (Student Conduct, Student Health, Legal Waiver, COVID-19 Disclosure, Passport Form, Emergency Contacts, etc.).

- If you are selected to participate in the study abroad program, please accept your selection and confirm your attendance by returning to your electronic application, here.
- Secure AUCC-MSM Student Health & Wellness Center travel clearance. See routine and travel health clearance information, here.
 See travel health forms, here. Upload health forms to Point & Click Portal, here.
- NOTE: Non-Morehouse students will receive health clearance instructions from their home school.

If you are selected to participate

Program Payments/Pre-Departure Meetings

- After confirming your participation, please be certain to pay your program deposit and all subsequent payments on time to secure your spot.
- Attend all pre-departure meetings as required by your program leader(s) and OIE
- •Complete the OIE Pre-Study Abroad Faculty-Led Self-Assessment, <u>here</u>.

- Ensure all post-decision acknowledgements and traveler safety information has been read and/or completed.
- Follow all pre-departure instructions outlined by your program leader(s).
- •Be sure to share all travel itinerary and program details with your family and friends.
- Prior to departure, your program leader will ensure each traveler is enrolled in the College's international travel/health/accident insurance (iNext).
- •Your program leader(s) will let you know when to expect a *Welcome to iNext* email.

Pre-Departure Requirements

Pre-Departure / Arrival at study abroad program location

- •Be sure to print out a copy of your iNext travel insurance card and download it to your phone for quick reference.
- Please carefully read the <u>Traveler Safety</u> document. Learn more about your destination by reviewing the <u>Country</u> Handbook.

- •Alert your program leader(s) of any issues or concerns.
- Retain your <u>Traveler Safety</u> document for quick reference.
- Carefully guard your passport and other valuables at all times.
- Share your program pictures and videos, <u>here</u>. We'd love to promote your experience!

While Abroad

Post-Program

- Ensure all post–program surveys have been completed.
 An OIE system-generated program survey request will be emailed within a week of your return.
- Ensure all post-program assignments and/or program obligations have been finalized.