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

**Research, Identify, and Apply for a Faculty/Staff-led study abroad program**
- 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).
- Apply for a program via the Morehouse study abroad website, [here](#), 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.

**Application Process**
- 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, Health, Legal Waiver, COVID-19 Disclosure, Passport Form, Emergency Contacts, etc.).

**If you are selected to participate**
- 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](#).
- Immediately upload the required health forms to the Student Health Center via Medicat and obtain the required vaccinations to receive a SHC clearance. See the SHC travel health information sheet, [here](#).

**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).
- If applicable, complete all pre-departure assignments and readings.

**Pre-Departure Requirements**
- Ensure all post-decision acknowledgements and traveler safety information has been read and/or completed.
- Contact your program leader(s) to discuss any other questions or concerns.
- 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.

**Departure / Arrival at study abroad program location**
- Please follow all pre-departure instructions outlined by your program leader(s).
- 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 Traveler Safety document.
- Alert your program leader(s) of any issues or concerns.
- Retain your Traveler Safety document for quick reference.
- Carefully guard your passport and other valuables at all times.

**While Abroad**
- 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.

**Post-Program**
- Please follow all pre-departure instructions outlined by your program leader(s).
- 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 Traveler Safety document.
- Alert your program leader(s) of any issues or concerns.
- Retain your Traveler Safety document for quick reference.
- Carefully guard your passport and other valuables at all times.

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