



FACULTY/STAFF-LED STUDY ABROAD PLANNING CHECKLIST

- **Discuss Travel Plans with Supervisor, College Dean, or respective Vice Chancellor**
 - The trip leader should consult with their direct supervisor regarding the proposed travel, objectives, and the associated academic course (if applicable).
 - Identify the anticipated number of students and chaperones.
- **Identify a Study Abroad Provider**
 - Contact one of the Study Abroad Providers as listed on the OIA website to administer the trip.
 - If assistance is needed in identifying a provider or planning the trip, schedule a meeting with Kimberly Tyson, Director of OIA (kktyson@ncat.edu).
 - New trip leaders are encouraged to submit a [Faculty/Staff-Led Trip Proposal](#) to OIA to receive comprehensive support throughout the planning process.
- **Develop an Initial Budget**
 - Work with the Study Abroad Provider to create a budget that includes airfare, lodging, excursions, and other miscellaneous expenses.
 - The average Faculty/Staff-Led experience costs between **\$4,500 - \$5,000** per student (as a reminder, **students are not eligible to use financial aid for Faculty/Staff-Led Study Abroad experiences**).
 - Consider the costs of required vaccinations and factor them into the budget.
- **Student Payment Responsibility**
 - When discussing student finances with the provider, ensure that all payment terms are **student-pay**.
- **Vaccination Timeline**
 - If vaccinations are required for travel, create a vaccination schedule for students.
 - OIA can provide resources for vaccination providers.
- **OIA Travel Registry Submission**
 - Submit travel in the **OIA Travel Registry** at least:
 - **12 months before departure** for new programs.
 - **6 months before departure** for renewed programs (new locations will require additional consideration).
 - Chaperones may submit travel within 45-days of departure per the International Travel Policy.
- **Approval Process**
 - Once **OIA pre-approval** is granted, the trip leader must upload the pre-approval confirmation to **Chrome River**.
 - **Trip leaders may not recruit students until their trip is fully approved in Chrome River.**
- **Student Recruitment**
 - After receiving final approval in Chrome River, the trip leader may begin student recruitment.
 - OIA is available upon request to assist with recruitment.
- **Travel Health Insurance**
 - The trip leader is required to purchase travel health insurance per **OIA guidelines**.



- The itinerary must be updated in the OIA Travel Registry to reflect the purchased itinerary.
- **Student & Provider Meetings**
 - Organize a meeting with recruited students and the provider to discuss trip details and payment deadlines.
 - Schedule a separate meeting with OIA and students to review **scholarship opportunities** and the **international travel process**.
- **Student Travel Submission**
 - Students must submit their travel details through the **new OIA Study Abroad Portal effective April 2025**.
 - Students are responsible for completing and submitting required forms (**Student Conduct Agreement, Health Information Form, etc.**).
 - OIA will conduct the Conduct Clearance process with the Dean of Students.
- **Final Student List Submission**
 - Submit the **final student participant list** to OIA **three months before departure** to allow OIA to audit travel submissions.
- **Communication & Emergency Preparedness**
 - All trip leaders must create a **WhatsApp group** for chaperones and students.
 - At least **one OIA staff member must be added** to the group.
- **Pre-Departure Orientation**
 - Students are required to complete:
 - OIA's **pre-departure orientation**
 - The **Study Abroad Provider's orientation**
- **Financial & Post-Trip Requirements**
 - Maintain **all receipts and financial records** for post-trip reconciliation.
 - Complete the **OIA post-trip survey** detailing the experience.