

International Travel – Checklist for Program Leaders

	Yes	No	N/A	Notes
Procedural				
1. Have you reviewed ASOM 4.30 and ASOM 7.15 for policy regarding international travel?				http://www.ivytech.edu/policies/
2. Has legal reviewed all 3 rd party contracts associated with the trip?				
Registration & Documentation				
3. Program leader has registered the trip (and him/herself) via the International Travel Registry?				https://ivytech.co1.qualtrics.com/jfe/form/SV_0TVCdUxTRbDyUE5
4. Participants provided a clear outline of academic expectations of the program?				
5. Participants provided detailed information about their financial responsibilities in the program?				
6. Participants advised they are require to purchase the College's travel accident & sickness insurance?				Faculty/staff insurance is centrally funded. Cost is \$25 to student and guest travelers for trips less than 30 days.
7. Participants have registered via the International Travel Registry? This will also ensure each signs the Education Abroad Program Agreement, provides emergency contact information to Central Office Risk Management, and serves as insurance enrollment.				https://ivytech.co1.qualtrics.com/jfe/form/SV_0TVCdUxTRbDyUE5
8. Program leaders have collected the insurance fee from each program participant (excluding faculty and staff)?				Audit will occur at the end of Fall and Spring. Central Office Finance to collect fees from region.
9. Participants have signed an Emergency Information and Release Form?				https://ivytech.edu/files/Emergency-Information-Release-Form-Study-Abroad_7.15.pdf
10. Participants advised to obtain a passport and/or necessary visa?				
11. Program leader has verified the passport is valid for at least six months beyond his/her planned return from the international trip?				

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12. Participants given a detailed trip itinerary indicating potential side trips?				No hazardous activities.
13. Participants provided with a clear understanding of any extra required field trips?				
Health, Safety & Expectations				
14. Program leader has discussed what constitutes acceptable behavior and conduct?				
15. Program leader has informed participants of the published Ivy Tech Student Code of Rights and Responsibilities, disciplinary processes and the consequences of violations prior to the beginning of the program and consistently applies them during the program?				http://www.ivytech.edu/files/CodeOfStudentRights-Responsibilities2015.pdf
16. Participants advised to review the International Travel Field Guide?				http://ivytech.edu/studyabroad/13075.html
17. Participants advised to read Department of State Travel Warnings for information about the current political and environmental climate and register in STEP?				http://www.state.gov/travel/ https://step.state.gov/step/
18. Participants advised to read informational resources through the Centers for Disease Control and Prevention (CDC)?				http://wwwnc.cdc.gov/travel
19. Participants directed to travel accident & sickness insurance information.				Policy: https://ivytech.edu/files/Travel-Accident-Sickness-Policy_7.15.pdf Emergency Assistance Card: https://www.gallagherstudent.com/brochures/7514.pdf
20. Participants informed about the laws, customs, and cultural differences of the host country they are traveling?				
21. Participants advised to develop an emergency action plan to include how to handle crisis if one should arise during the international trip?				

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<p>22. Program leader and participants have emergency information including:</p> <ul style="list-style-type: none"> • Local US Embassy and Consulate addresses and telephone numbers • Emergency Assistance card • Names and phone numbers of whom to contact in case of an emergency both in-country and on home campus 				
<p>23. Have you addressed relevant medical requirements and concerns, including:</p> <ul style="list-style-type: none"> • Recommending a physical health exam prior to departure? • To pack and carry personal medications and medical supplies while out of the country, and to make certain medications and prescriptions are carried in original clearly marked containers to avoid problems with suspected drug trafficking? 				
<p>24. Have you discussed culture shock and cultural adjustment issues with participants, and/or provided information about it?</p>				
<p>25. Have you provided a pre-departure orientation that covers at least the following areas:</p> <ul style="list-style-type: none"> • A discussion of the academic program, health & safety issues, adjustment to the host culture, expectations related to student conduct, and information about the host location and society? • Availability of accommodations at the planned destination(s), if students have disclosed physical or mental impairment? 				

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<p>26. Have the travelers been advised to carry photocopies of important documents with them, including</p> <ul style="list-style-type: none"> • Passport • Plane tickets • Drivers license • Numbers for lost/stolen credit cards • Emergency Assistance Card 				
<p>27. Program leader has provided in-country arrival information to travelers?</p>				
<p>28. Have you planned for an on-site orientation?</p>				
<p>29. Have participants been provided housing information?</p>				
<p>30. Have you provided packing information about what to bring, advice on what not to bring, and what weather to expect? Information provided for cultural expectations on dress?</p>				
<p>Post-Trip Evaluation</p>				
<p>31. Have you provided a post-trip evaluation or debrief to the appropriate campus administrator and Central Office Risk Management?</p>				