

## 12 Months Before Program Start Date

### Start generating ideas for your study abroad program.

- ☐ Review Study Abroad [Program Proposal Process](#).
  - ☐ Contact Education Abroad office to discuss possible program.
  - ☐ Review items in the [Program Leader Toolkit](#).
  - ☐ Consult with respective department on program proposal.
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### Finalize pending program details and begin the Program Proposal process.

- ☐ Create a [Budget Sheet](#).
  - ☐ Finalize academic components of the program.
  - ☐ Begin entering your program information to the [Program Proposal Form](#).
  - ☐ Receive signatures of department chair and dean.
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### Complete proposal form, documents, and begin program promotion.

- ☐ Submit [Program Proposal Form](#) and all corresponding materials to Education Abroad Office.
- ☐ Provide [marketing details](#) to Education Abroad Office to promote your program.
- ☐ Promote your program at the Study Abroad Fair.

# 5-10 Months Before Program Start Date

## Student recruitment & advising

- ☐ Actively promote the program through a variety of sources.
- ☐ Meet with students to discuss courses and program details.
- ☐ Education Abroad will advise students on general study abroad process.

# 1-3 Months Before Program Start Date

## Travel Safety, pre-departure orientation, and travel policies

- ☐ Attend the [Health and Risk Management](#) workshop facilitated by the Education Abroad office.
- ☐ Schedule pre-departure orientations with students in conjunction with Education Abroad office.
- ☐ Review the [Program Leader Study Abroad Handbook](#)
- ☐ Review [UTSA Travel Policies](#). If required, submit the IOC application for restricted regions at least 3 months prior to program departure date.

# 30-45 Days Before Program Start Date

## Export controls, research on-site services, and follow-up with Education Abroad Office

- ☐ If UTSA property (laptops, PDAs, etc.) is being exported, follow the [Standard Procedures](#) through the ORIC Office.
- ☐ Familiarize yourself with the available on-site medical facilities and services.
- ☐ Connect with Education Abroad office to ensure all program information is updated.

# 1 Week Before Program Start Date

## U.S. Embassy Registration, ISOS services, and Program Leader Packet

- ☐ Before departure, enroll your trip with [STEP](#) through the U.S. Department of State.
- ☐ Understand and become familiar with [International SOS](#) and emergency services.
- ☐ Prepare a leader packet to include travel documents such as copies of passports or visas, student contact information, travel itinerary, etc.

# Day 1 of Program

## **Arrival confirmation, student headcount, and safety**

- ☐ Ensure students have arrived safely and notify Education
- ☐ Abroad of official headcount.
- ☐ Conduct an on-site orientation.
- ☐ Ensure health and safety of students.