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.

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.

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.