

12 Months Before Program Start Date

Start generating ideas for your study abroad program.

- Review Study Abroad [Program Proposal Process](#).

Note: Returning programs must still submit a proposal form for approval.

Contact Study Abroad 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 Study Abroad by either early bird deadline (mid-August) or standard deadline (early October). See messages from Study Abroad for this cycle's specific deadlines.
- Provide marketing details to Study Abroad 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.
- Study 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 Program Leader Health & Safety Briefing facilitated by Study Abroad.
- Remind your students to attend the mandatory pre-departure orientation facilitated by Study Abroad and assist with ensuring students complete all application requirements in the Study Abroad Portal.
- Review [UTSA Travel Policies](#). If required, submit the IOC application for restricted regions at least 3 months prior to program departure date.
- Request a Pre-Trip Itinerary Briefing from On Call International, [via the On Call Portal](#), to receive comprehensive and customized health and safety guidance to incorporate into your program planning.

30-45 Days Before Program Start Date

Export controls, research on-site services, and follow-up with Study Abroad / Global Initiatives

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

1 Week Before Program Start Date

U.S. Embassy Registration, On Call, and Program Leader Packet

- Before departure, enroll your trip with [STEP](#) through the U.S. Department of State. Understand and become familiar with On Call and emergency services.
- Study Abroad will prepare and share 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 Study Abroad of official headcount.
- Conduct an on-site orientation.
- Ensure health and safety of students.