International Experiences
Short Term Abroad Procedures

For faculty to lead a short term study abroad, whether for credit or not for credit, they must follow the procedure outlined below and obtain the required signatures.

**Phase 1: Pre-approval**

1. Faculty Name: ____________________________ Department: ____________________________ College: ____________________________
2. Will this short term study abroad course be for credit? (Yes, No) _______
   a. If “yes” what is the course name and number:
   b. How many credits:
3. Approximate Dates of travel: _______ to _______
4. General itinerary (a more specific itinerary will be required upon arrival).
   a. Departure City: ____________________________ Arrival City: ____________________________
   b. Second City:
   c. Third City:
   d. Fourth City: ____________________________ Return City: ____________________________
5. Do any of your destination countries require a travel visa?: (Yes, No) _______
6. Approximate cost of trip/individual: $________
7. Will you be organizing this trip through a third party agency? (Yes, No) _______
   a. If “yes” what is the name of the agency?
8. Will the university be paying travel for faculty? (Yes, No) _______
   a. If “yes” from which cost center will the funds be allocated?
   b. If “no” will the faculty member be paying all costs individually? Please explain.
9. List the three main goals of the trip below:
   a. ____________________________
   b. ____________________________
   c. ____________________________
10. Provide a brief rationale for the short term study abroad course:

**Required Signatures:**

Faculty member: ___________________________________________ Date: __________
Department Chair: _________________________________________ Date: __________
College Dean: _____________________________________________ Date: __________

**Once all three signatures are obtained, please return it to Elizabeth Bennellick, 108 Noss Hall**

International Program Director: _______________________________ Date: __________
Provost: ___________________________________________________ Date: __________

Additional Notes:
Short Term Study Abroad **PROFESSOR** Paperwork Checklist

THANK YOU for complying with these policies and submitting your student’s paperwork by the deadline in the attached email. Return all completed paperwork to Elizabeth Bennellick, 108 Noss Hall. If you have any questions, please do not hesitate to contact our office at x5125.

Post Acceptance Paperwork Checklist:

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Day-by-Day Course Itinerary</td>
<td>-Please include a day-by-day itinerary for your course abroad with an in-country contact person for each location. Please include name, title/relationship, address, phone, and fax number and email address.</td>
</tr>
<tr>
<td>Flight Arrangements (Group or Individual Arrangements)</td>
<td>-Please provide a copy of the flight arrangements for your group flight. If a group flight is not used, students must submit a copy of their individual itineraries.</td>
</tr>
<tr>
<td>International Teacher Identification Card (ITIC) Application (Optional)</td>
<td>-As a professor, you will need an ITIC (<em>International Teacher Identification Card</em>) for your course abroad. -Obtain an ITIC. This can be purchased by going to: <img src="http://www.myisic.com/MyISIC/GetYourCard/GetYourCard1.aspx" alt="http://www.myisic.com/MyISIC/GetYourCard/GetYourCard1.aspx" /> -Consider purchasing ISIC Premium insurance. See: <img src="https://www.myisic.com/MyISIC/Travel/Main.aspx?MenuID=5004" alt="https://www.myisic.com/MyISIC/Travel/Main.aspx?MenuID=5004" /> -Provide a copy of your ISIC card once it arrives.</td>
</tr>
<tr>
<td>Copy of your Passport</td>
<td>-Faxed copies cannot be accepted.</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>-Please provide us with your emergency contact information, including email address, telephone number and physical address that will be available throughout the duration of your course abroad. <strong>Please ensure that all participants also have a way to contact you during the trip.</strong></td>
</tr>
<tr>
<td>Official Secondary Emergency Contact Information</td>
<td>-Please provide information of a second official contact person in your group in the event of an emergency in which you are unable to serve as program leader. A responsible participating student will be suffice. The emergency contact information should include <strong>email address, telephone number, and physical address.</strong> -Please ensure that the second emergency contact has all necessary trip and emergency contact information in case of an emergency and you are rendered disabled.</td>
</tr>
</tbody>
</table>

If you have any questions, please do not hesitate to contact Elizabeth Bennellick, 108 Noss Hall, X5125 or Bennellick@calu.edu. Thank you in advance for your cooperation.