



## 12 + Months Before Departure

- Meet with the Director of Study Abroad to discuss program proposal for new faculty-led program.
- Consult with Department Chair & Dean to gain support for the program and proposed courses.
- Complete the “Faculty-Led Study Abroad Program Proposal” paperwork, including signatures from Department Chair and Dean. This paperwork must be completed for each course that will be taught abroad during the proposed program. Return this paperwork to the Director of Study Abroad along with the syllabi for each proposed course.
- Develop the general framework of the proposed program, including: timeline of program, general itinerary in-country, proposed budget, etc.

## 12 to 6 Months Before Departure

- Create recruitment materials for program. Study Abroad staff can assist in creating and distributing flyers on campus, advertising the program through the UT Arlington Study Abroad listserv and Facebook page, as well as creating a page for the program on the UT Arlington Study Abroad website.
- Create application materials. Study Abroad staff can provide examples of appropriate applications if desired. Study Abroad staff can also create an online application for your program through the UT Arlington Study Abroad website, which you would have administrative access.
- Attend the UT Arlington Study Abroad Fair to advertise your program. The Study Abroad Fair is held each semester in September and February.
- Consult with program providers, host universities/organizations, and other vendors (airlines, hotels, tour companies, host families, etc.) regarding available logistical support and costs. If utilizing program providers, it is recommended getting 2-3 quotes before making final decisions.
- Finalize program framework: itinerary, budget, student deposit & payment structure, necessary travel documents needed by students and yourself, etc.

## 6 to 3 Months Before Departure

- Expand recruiting by attending second Study Abroad Fair, holding information sessions, classroom visits, etc.
- Meet with all interested students to provide them with application materials, budgets, and deposit/payment deadlines.
- Process all program applications and conduct student interviews if appropriate.
- Send out acceptance/regret letters to all students with information on next steps in the process & payment deadlines.
- Order textbooks for program if necessary.
- Turn in the finalized program budget with list of accepted students to the Director of Study Abroad.
- Contact UT Arlington Study Abroad to schedule a time for the mandatory pre-departure orientation and reserve space.
- Research visa requirements and insure that all students have acquired all necessary immigration documents (passport, student/visitor visas, etc.).

## 3 to 1 Month Before Departure

- Hold mandatory pre-departure orientation with UT Arlington Study Abroad staff.
- Follow-up with students to make sure all travel documents, immunizations, program payments, and study abroad paperwork have been taken care of before departure date.
- Ensure all students are enrolled in the appropriate UT Arlington course for the program.
- Reconfirm all reservations with vendors/providers and insure all payments have been received.
- Collect all emergency contact information for all students and give a copy to designated officials at UT Arlington, including Study Abroad staff.
- Study Abroad staff will register all students with the US Department of State before departure. Students must register their itineraries with International SOS prior to departure.