

Faculty-Led Group For-Credit Leader Pre-Departure Checklist

The following documentation must be received by the Virginia Tech Global Education office prior to program departure. For questions please contact Rachel Fitzgerald (raegait@vt.edu) or Randy Penson (rpenson@vt.edu).

Program Information:

- Contact Rachel Fitzgerald (raegait@vt.edu) to get program set up in the Global Education office system.
- [Virginia Tech Global Travel Assessment](#) completed for review and approval. Deadlines: Summer & Fall programs: no later than October 15 prior to program start date. Winter & Spring programs: no later than March 15 prior to program start date (or immediately following course approval for Wintermester if after March 15)
- [Final list](#) of participants sent to Randy Penson (rpenson@vt.edu) (within 30 days of departure) for enrollment in the travel medical and security insurance.
- Submit Emergency Contact Card information. (Within 60 days of your program departure, send the following to rpenson@vt.edu: (1) # of cards needed, (2) primary contact's name, title, international phone #, & email address, & (3) the name & telephone # of the local taxi you want your group members to use (if any). If your program goes to multiple countries, identify the country you want your cards to be created for.)

Student Forms: Uploaded through the Global Education Studio Abroad sign in once program is created.
Deadline: As soon as possible and no later than 30 days before departure.

- Completed Voluntary Health Disclosure Form
- University-approved Program Liability Agreement
- Undergraduate Honor and Student Conduct Records Release Waiver
- Refund/Cancellation and Financial Agreement Policy
- Travel Warning Informed Consent (if applicable)
- Color copy of passport and US visa page for non-US citizens

Risk Management:

- Program leader has attended the Global Education's Office Faculty Leader Training. Contact Randy Penson (rpenson@vt.edu) for information on available training classes.
- All Program Participants are enrolled in the University's mandatory travel medical insurance plan (CISI).
- All US citizens are enrolled in STEP ([Smart Traveler Enrollment Program](#)). Non-US citizens should check with their embassies about possible similar programs.
- If the destination country is under a US State Department Warning and/or CDC Warning, approval has been Secured via the Global Travel Committee (GTOC)