



# Global Education Program Leader Pre-Departure Checklist

**Program Leader (s):**

**Program Name:**

The following checklist and supporting documentation must be received by the Virginia Tech Global Education Office at least 30 days prior to program departure. The COVID-19 Risk Mitigation Plan to petition the Global Travel Oversight Committee (GTOC) for an exception to Policy 1070 for high risk travel is due 60-90 days in advance of travel. Contact [VTglobalsafety@vt.edu](mailto:VTglobalsafety@vt.edu) with questions.

Emergency Contact Cards

Name of appropriate emergency contact with the name of the contact, their title, international cell phone number, and email address

Language(s) you want the top line to be translated in: “In case of emergency, contact..”

Number of cards to be created by GEO:

In case you cannot be reached in an emergency, provide a local emergency contact at your host location who can be contacted. This is someone residing in the country you are visiting.

International Cell Phone Number of the Faculty Leader(s) for STEP registration

Names of any dependents traveling with the program: sponsors of the dependents are responsible for enrolling their dependents in CISI separately using the VT CISI Academic Dependent Enrollment form

### **COVID-19 Risk Mitigation Plan**

Global Travel Policy 1070 does not authorize any university-supported international travel to locations where the Centers for Disease Control and Prevention (CDC) or U.S. Department of State has issued a Travel Health Notice or Advisory Level 3 or higher. Submit a COVID-19 Risk Mitigation Plan with attachments to petition for an exception to policy for high risk travel by the indicated deadline. Obtain Global Travel Oversight Committee approval to travel.

### **Final Program Itinerary**

Submit final, detailed day-to-day program itinerary including lodging, flight/transportation details, and contacts in country, etc.

### **CISI Group Enrollment & Invoice**

Verify CISI enrollment for all student and faculty travelers and pay the coverage invoice. Dependents must obtain coverage through the VT CISI Academic Dependent Enrollment form directly with CISI. No personal travel can be included.

### **Program Leader Training Completion**

Program Leader Training sessions are offered annually in October and March. Verify that the program leader has attended training within the last two years per University Travel Policy 1070.

### **Student Requirements to Study Abroad**

Verify that all participants have completed all university requirements via GEO's MyStudyAbroad application portal.

### **Volunteer Appointment & Approval Form (if applicable)**

The faculty:student ratio for study abroad programs required by Global Travel Policy 1070 is 1:15. This ratio must be maintained throughout the entire participant cohort. If intending to propose any volunteers to assist your program, all volunteers must be reviewed and approved at least 30 days in advance of travel via the Volunteer Appointment & Approval Form. Approved volunteers must carry CISI insurance coverage and be included in the program's group enrollment.

### **APPROVALS: Faculty Member /Program Leader**

**Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**(Signature indicates that all information required in checklist has been provided to the Global Education Office)**