



Global Education Program Leader Pre-Departure Checklist

Faculty 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. Files should be shared via the Global Education Google Drive. The primary faculty leader will receive an invitation to the drive. All questions may be directed to the Global Education Office via phone (540) 231-5888 or email vtabroad@vt.edu.

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

CISI Group Enrollment Spreadsheet

Follow the guidelines for fully completing and uploading the program's CISI enrollment spreadsheet to the program leader's folder in the Google Drive. Include all student and faculty participants. Dependents must obtain coverage through the VT CISI Academic Dependent Enrollment form and work directly with CISI. No personal travel can be included.

Final program itinerary

Submit final, detailed day-to-day program itinerary to your folder in the Google Drive including lodging, flights/transportation details, etc.

Clery Act Spreadsheet

Submit the Clery Act spreadsheet including the addresses of classrooms space and lodging with corresponding dates of stay for each program location.

Verify that faculty program leader has attended GEO Faculty Leader Training within the last two years per University Travel Policy 1070.

Verify that participants have completed all university-required forms via GEO's web platform.

Ensure that all student participants have completed their study abroad requirements online through GEO's applicant portal including: Undergraduate Honors and Student Conduct Records Release Waiver, Program Liability Agreement, Financial Agreement, Cancellation/Refund Agreement, Emergency Contact and Information Release Form, Voluntary Health Disclosure Form, Color Passport Copy of ID Page.

APPROVALS: Faculty Member /Program Leader

Name: _____

Signature: _____ **Date:** _____

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