

**Study Abroad Checklist for Faculty-Led Programs**  
[studyabroad@ncc.edu](mailto:studyabroad@ncc.edu) - [www.ncc.edu/studyabroad](http://www.ncc.edu/studyabroad)

**Allow for ample time to create your study abroad experience.**

**Expect to promote and advertise to potential students at least two semesters before the course is to run.**

1. The faculty member *must complete the College-Wide Curriculum Committee (CWCC) process for the course to be offered abroad before proceeding* (either specific location and/or abroad in general, refer to CWCC Procedure Manual, Section IV 1.5). **The faculty member must submit copies of all CWCC approved faculty-led study abroad** course proposals, course syllabi, and any relevant information (e.g. vendor contracts, etc.) to the Study Abroad Office.
2. The faculty member must complete and submit the following forms (in addition to the items listed above) to the Study Abroad Office:
  - *Study Abroad/Offsite Course Offering Request Form, which also requires various signatures,*
  - *International Course/Technical Visit Summary Report Form, which needs to include the course itinerary, list of site visits, number of hours spent on the lecture/class time and visit time, and totals,*
  - *Travel Requisition Form, which needs completion and signatures to process the faculty member's \$200 travel stipend, and*
  - *a copy of the current semester's course syllabus.*
3. Faculty member contacts and works with travel agency (ACIS, SAA or STA Travel) to establish itinerary, travel plans, cost/fee structure, timeline, cancellation policy, etc. Faculty member submits a full, detailed copy of all travel agency paperwork to Study Abroad Office.
4. Faculty member works with Study Abroad Office to promote course to students (with brochure, flyers, content for webpage etc.)
5. Once course has sufficient enrollment, faculty member meets with student(s) to complete the following forms:
  - *NCC Study Abroad Application*, which needs full completion, student signature, and a copy of the student's passport photo page attached,
  - *Memo of Understanding Study Abroad Form* (regarding student costs/expenses, student code of conduct, etc.) which needs the student's signature,
  - *Permission to Enter a Travel Course Form* completed and signed by a faculty member for each student,
  - *Acknowledgement of GDPR Rights and Consent of Use of Sensitive Data*, which needs the student's signature,
  - *Terms and Conditions Governing Short-Term Study Abroad Participation.*
6. Once all paperwork has been completed and submitted to the faculty member, it must be forwarded to the Study Abroad Office for review and approval.
7. Each student must meet with the Study Abroad Advisor/Coordinator for interview and approval.
8. Discuss with the student how they will pay for the study abroad course.
9. Have student sign up for travel insurance (United Healthcare) with the Office of International Education.
10. Faculty member and Study Abroad Advisor/Coordinator work together to present a pre-departure orientation session for students (required attendance).
11. Students and faculty member leave to study abroad.
12. Faculty member provides proof of attendance to Study Abroad Office (to submit to Student Financial Affairs, Registrar).