

Timeline for the Development of Study Abroad Programs

→ Eighteen Months to Nine Months Before Departure →

Nine to Six Months Before Departure →

Six to Three Months Before Departure →

Three Months to One Month Before Departure

Assess student, departmental, institutional needs and existing programs in the same academic field or location. Determine your niche in the study abroad market. Finalize the purpose(s) of the program and your target population for recruitment.

Meet with the Executive Director of the OIE and department head to discuss plans. Meet with a Study Abroad Advisor from the OIE to obtain "Request for Approval Packet" and to discuss procedures for approval of new study abroad programs. Meet with the Business Manager in the Office of International Affairs to discuss financial administration of program.

Begin to fill out "Request for Approval Packet" and consult with department chair and international coordinator in school or college regarding courses, budget, goals and objectives, action plan and timeline, proposed in-country itinerary, and involvement of other faculty and staff.

Schedule a trip to inspect site(s). Ensure availability of appropriate classrooms, equipment and related instructional support at site. Collect information on housing, travel agencies and emergency services at site.

Begin negotiations with vendors (airlines, tour companies, hotels, landlords, host country universities and/or language institutes, host families, etc.).

Recruit faculty and staff.

Finalize the program itinerary and budget. Determine additional expenses for students.

Develop and finalize program policies and procedures, program dates, application deadline, payment due dates and refund schedule in case of student cancellation. Determine vaccinations that students will need to have and set application deadlines appropriately.

Establish a date for possible cancellation of the program if enrollment is not sufficient.

Consult with Study Abroad Advisor in OIE after site visit for additional assistance with approval forms. Submit approval forms to Executive Director of OIE (by Jan. 15 for Maymester, summer and fall programs; by Sept. 15 for spring semester programs). Once program is approved, the OIE will register the program with the Board of Regents. A set of post-approval materials will be sent to director.

Meet with Business Manager in OIA to set up program finances and accounts and go over all financial procedures.

Obtain approval for new courses and for courses to be offered in other departments.

Establish schedule(s) for payment of vendors.

Determine admissions deadlines and requirements (graduate and undergraduate) for transient/transfer students and plan accordingly.

Determine if students will need a visa; consult with appropriate consulate on procedures for obtaining visas.

Prepare post-acceptance materials and database or spreadsheet to track student information (see <http://www.uga.edu/oie/forms.htm> for sample materials). Include information on necessary travel documents and recommended immunizations.

Consult with the Registrar to determine deadlines for course registration for courses appear to in printed Schedule of Classes.

Prepare publicity and application materials. For professionally printed materials, deliver the job to the printer in advance of major recruiting opportunities (such as study abroad fairs).

Obtain publicity from printer and distribute around UGA campus and send to other university campuses.

Recruit participants (attend study abroad fairs, advertise in the school paper, visit classes, submit materials to the OIE for inclusion in brochures, System Catalog and OIE web site).

Work with your departmental secretary and/or office manager to ensure that the necessary payroll procedures are being followed and proper paperwork submitted.

Do bookkeeping and maintain up-to-date records on student applications.

Establish date for pre-departure orientation and inform students and parents.

Determine procedures for loading courses into the REGT curriculum in your department and any other departments where courses will be offered.

Process applications and write acceptance and regret letters.

Have courses added to REGT curriculum.

Order text books, if applicable.

Inform faculty about Study Abroad Insurance Options and make a list of their preferences for coverage.

Send out post-acceptance materials to students. Follow up with students who do not return necessary documents.

Make sure students have or applying for passports.

Arrange for student registration in courses. Give OIA a student list with all requested information before students register.

Collect fee deposits and payments. Make deposits with vendors.

Create student program evaluation forms and determine how evaluations will be distributed to students at the end of the program. Arrange for submission of anonymous evaluations.

Program director and departmental business persons meet with Business Manager in OIA to learn about financial procedures and deadlines. Have departments establish program accounts.

Conduct pre-departure orientation.

Collect final payments from students before departure. Deposit into UGA account, reconcile to student list, receive petty cash, establish account at destination, arrange P-card, get final financial packet from OIA.

Make sure students have signed and submitted all student agreements, waivers and health forms to the program director. Make copies of documents and leave originals in department office or at the OIE.

Make or request copies of student passports.

Send correspondence to parents.

Make sure all students are properly registered.

Reconfirm all reservations abroad and make sure payments have been received by vendors for services.

Plan in-country orientation.

Plan reentry orientation (to be given in-country before departure or upon reentry to USA).

Send insurance and statistics lists to OIE (6 weeks before departure).

Make sure you have emergency contact information on all students and faculty.

Submit Destination Details form to OIE (6 weeks before departure).

Complete all visa and travel document issues.

Establish U.S. Embassy contact at program location.