



**SAN FRANCISCO  
STATE UNIVERSITY**

CENTER FOR GLOBAL ENGAGEMENT  
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## FACULTY-LED STUDY ABROAD PROGRAM

Dear Faculty,

Please read the “Faculty Leader Handbook” policies and procedures as well as the other helpful and informative information available on the Center for Global Engagement (CGE) Faculty-Led Study Abroad website. Once read, please sign and date this form indicating that you have reviewed and are familiar with the required information, per Chancellor’s Office Executive Orders 1080, 1081 and 1082.

Please return this form to me together with your proposal.

Sincerely,

Alexander Chang  
Director of Recruitment and Global Partnership  
College of Extended Learning, Center for Global Engagement

This is to certify that I have read and understand the information contained in the “Faculty Leader Handbook” available on the CGE website (<https://cel.sfsu.edu/sites/default/files/documents/facultyleader/2021-facultyleader-handbook.pdf>) including the required documentation, deadline dates, and both the Chancellor’s Office Executive Orders and SF State policies and procedures regarding the approval process for faculty-led study abroad programs as well as my responsibilities as a faculty leader.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

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Signature

\_\_\_\_\_  
Date