

- Brief description of pre-departure orientation with special reference to safety, security, and health issues to the destination country.
- Inform students of the mandatory SF State Risk Management Insurance (approximately \$60-\$140 per student). Distribute Travel Insurance coverage summary to students.
- Inform students of any high-risk physical activities that may be required during the trip (i.e. extensive hiking, walking, climbing up hills, rock climbing, etc.) prior to the program's departure from the University.
- Inform students that they will not be able to travel with the group if their course registration form with payment, reimbursement for travel insurance, Medical/Insurance Verification & Authorization Form, Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims and Student Agreement are not received in the College of Extended Learning **at least 60-90 before departure.**
- **Please direct any questions concerning financial aid eligibility to the Office of Student Financial Aid. (Note: CEL Special Session courses do not qualify for financial aid)**
- Provide students with a checklist including required vaccinations, recommended supplies and travel items, pertinent documents, list of required or recommended reading.
- Register participants online before departure at the U.S. Department of State web site at <https://travel.state.gov/content/passports/en/go/step.html>
- Locate the closest U.S. Embassy to their destination(s) by visiting <http://usembassy.state.gov> and provide students with Embassy contact information.
- Check to make sure that if you, a Teaching Assistant or program volunteer plan to drive while abroad, they have satisfactorily completed a CSU-approved defensive driver course within the last four years.
- Plan and schedule a pre-departure orientation meeting with your students and cover topics included in Policies and Procedures.
- CEL will organize a Mandatory "Health and Safety" Orientation meeting for you and your students and cover topics included in **Policies & Procedures**. *Please document when and where you held the meeting. Any students not in attendance must be provided with a separate orientation and safety meeting.*
- In accordance with CSU Executive Order No. 1081, the Faculty Leader agrees to attend a **"Faculty Leader Orientation" meeting** planned and organized by CGE.
- In accordance with CSU Executive Order No. 1081, the Faculty Leader agrees to complete an approved first-aid training course and provide CEL with a copy of your certificate of completion.
- Provide CEL (at least 60-90 before departure) with the following for each student participant:

- Course Registration Form with payment
- A separate check for travel insurance reimbursement
- A Medical/Insurance Verification & Authorization Form
- A signed Release of Liability, Promise Not to Sue, Assumption of Risk & Agreement to Pay Claims
- A signed Student Agreement
- Xerox copy of student and faculty passports (Biographical page with participant's photo)*
- Verification of successful completion of certified first aid course

***Please check to make sure that that passports for all participants are valid for at least 6 months after your scheduled U.S. return date. Also, participants with non-U.S. passports will need to submit a copy of their "green card" (if they are U.S. permanent residents) or a copy of their non-immigrant visa.**

Getting Ready to Leave

- Pack **Policies & Procedures, Managing Emergencies Abroad, Participant List, Incident Report** and copies of passports.
- Carry Participant List and copies of student's passports at all times. Keep copies of all passports secure.
- Check the U.S. State Department Web site to make sure that they have not issued a "Travel Warning" to the destination country.

In Destination Country

- Hold On-Site Orientation and cover topics included in **Policies & Procedures**.
- Remind students of the contact information for the closest U.S. embassy/consulate to your destination.
- Notify RM/CEL of any changes to itinerary.
- If an Emergency Arises**
 - The Faculty Leader will complete an Incident Report Form (<https://cel.sfsu.edu/studyabroad/faculty-resources>) if an emergency situation arises during the program email immediately to Mr. Michael Beatty (mbeatty@sfsu.edu), Risk Manager and to the Alexander Chang, Director of Recruitment & Global Partnership to (achang@sfsu.edu).
 - Consult the **Managing Emergencies Abroad** manual for complete instructions on how to handle an emergency abroad.

Back in San Francisco

- Please turn in grades to CEL Downtown Campus (to Mr. Atanas Maximov, Director of Enrollment Services, 415-817-4272, amaximov@sfsu.edu) or to your specific academic department/Registrar's Office if you run your program through State Support).
- Submit both student and faculty leader evaluations to CGE