



General Study Abroad Processes for Departmentally Managed Programs - Faculty Led		
	UA Global	Department
Application	<ul style="list-style-type: none"> ▶ Program lead application ▶ Student portal to facilitate international health insurance and health and safety services ▶ Resources for departments to create their own program application 	<ul style="list-style-type: none"> ▶ Student advising ▶ Creating and maintaining department application ▶ Ensuring students complete application
Student Support	○	<ul style="list-style-type: none"> ▶ Primary contact for student inquiries ▶ Following up with students as needed
General Study Abroad Marketing	<ul style="list-style-type: none"> ▶ General study abroad marketing across campus 	<ul style="list-style-type: none"> ▶ Program-specific marketing
General Pre-departure Orientation	<ul style="list-style-type: none"> ▶ General pre-departure orientation ▶ Pre-departure checklist 	<ul style="list-style-type: none"> ▶ Program-specific pre-departure orientation
Re-Entry Programming	<ul style="list-style-type: none"> ▶ Study abroad alumni invited to all UA Study abroad returnee events 	<ul style="list-style-type: none"> ▶
Registration and Enrollment Management	<ul style="list-style-type: none"> ▶ 	<ul style="list-style-type: none"> ▶ Scheduling courses through UA course catalog procedures
Health, Safety and Security	<ul style="list-style-type: none"> ▶ Pre-departure health and safety sessions for faculty, staff and students ▶ Pre-trip group or individual appointments at Campus Health Travel Clinic (copy required) ▶ Access to country intelligence, incident alerts 	<ul style="list-style-type: none"> ▶ Faculty traveling with students should attend a Health & Safety session at least once every two years ▶ Any faculty/staff program or trip leads need to ensure students are attending both their Campus Health Travel



	<p>and emergency support via email or phone app</p> <ul style="list-style-type: none"> ▶ 24/7 number to call for assistance with evacuation, medical support, incident response/emergency support ▶ Registration of students in Geo Blue emergency medical insurance ▶ Billing for Geo Blue traveler's insurance 	<p>clinic visit and pre-departure Health & Safety session</p> <ul style="list-style-type: none"> ▶ All program and trip leads should invite the students to fill out a Health Information form for students who wish to disclose and request support for disability or health ▶ To ensure compliance with Student Code of Conduct, program and trip leads are encouraged to require students to fill out a Behavioral Expectations form on site ▶ To support student safety, UA study abroad recommends strongly encouraging students to install the Global Risk Manager application on their phones for emergency support
<p>Contract and Agreement Support</p>	<ul style="list-style-type: none"> ▶ UA Study Abroad will assist with the facilitation of MSA, IMOA and other agreements and contracts 	<ul style="list-style-type: none"> ▶ Negotiating Scope of Work
<p>Finance</p>	<ul style="list-style-type: none"> ▶ Budget templates as needed 	<ul style="list-style-type: none"> ▶ Determining the program cost, paying providers, and collecting payment from students ▶ Travel paperwork and disbursement of advances ▶ Faculty compensation ▶ Providing guidance and materials

