



Faculty-led Study Abroad Checklist

Program Implementation Process		Please indicate below		
<i>5-4 months prior to departure</i>		Yes	No	Not Applicable
1	Course is advertised and students are accepted into program.			
2	The Student Code of Conduct reviewed, and completed by Associate Dean of Students.			
3	Passport applications completed, if applicable			
4	CSUDH Travel Request Forms completed, signed, and included in packet.			
5	CSUDH International Travel Authorization Forms completed, signed and included in packet.			
6	Release of Liability, Promise Not to Sue Form completed, signed and included in packet.			
7	Travel Authorization forms approved by President			
8	Airline tickets purchased			
9	Foreign Travel Insurance Obtained			
10	Participated in Faculty & Staff Training Session			
12	Pre-departure orientation scheduled			
13	Pre-departure orientation completed			
14	All required fees have been paid			
14	Obtain Visa at Consulate, if applicable.			