REQUIRED ACTIVITIES

- Attend mandatory orientation session for faculty arranged by the Office of Study Abroad (attendance at student orientation is recommended)

- Hold pre-departure meetings with students to discuss program-specific information about safety, current events, cultural adjustment, and course content

- Provide student in-country emergency contact information (this information must also be provided to the Office of Study Abroad)

- Contact the Office of Study Abroad to ensure students have fulfilled program payments

- Review your course roster in Banner to ensure all program students have been registered correctly for your course(s) (alert the Office of Study Abroad to any inconsistencies)

IF NECESSARY FOR YOUR TRIP

- Acquire proof that students are up-to-date on all routine and travel-related vaccines (to the country of study) as recommended by the Department of Health and Human Services - Centers for Disease Control and Prevention at www.cdc.gov

FOR YOUR RECORDS, KEEP A COPY OF THE FOLLOWING (will be collected by Office of Study Abroad):

- Student’s Passport first page with picture

- Health Information (signed by participant)

LAMAR UNIVERSITY PAPERWORK

- Request to travel at University Expense (including ITAR form and International Travel Release)