

# Program Director Pre-Departure Checklist

(Part of the Georgia State University Study Abroad Crisis Policy)

\_\_\_\_\_ At the time of registration, collect completed:

- Application Packet

Keep all signed forms on file and ensure participants have a copy for their records.

\_\_\_\_\_ Distribute Acceptance Packet

\_\_\_\_\_ Conduct Pre-Departure Orientation for all participants and give copies of the following to all participants:

- TW Lord & Associates Health Insurance Brochures
- Risk Management brochure (will receive at Program Director Meeting)

\_\_\_\_\_ Complete TW Lord & Associates Insurance Policy Process

- Based on the \$1 per day rate, determine amount owed by each student, and collect individual checks from each student.
- Send list of participants, location/dates of program, and batch of checks to:

TW Lord & Associates  
25 Dodd Street  
P.O. Box 1185  
Marietta, GA 30061

Phone: 770-427-2461

Fax 770-429-0638

- Distribute insurance cards to participants once they are received.

\_\_\_\_\_ Submit the following to Misty Holm ([mholm@gsu.edu](mailto:mholm@gsu.edu)), Study Abroad Advisor, Study Abroad Programs, 10 Park Place, suite 500, prior to departure. (Please note deadlines.)

- Information for Emergency Pocket Brochures (to be produced by Study Abroad Programs)  
For Maymester/Summer Programs, information should be submitted by April 1, 2006  
For other programs, information should be submitted one month prior to departure
- All **Student Data Sheets** in hard copies
- A completed **Emergency Contact Information Sheet**. Use information from the Student Data Sheets to complete this form.

Please review for accuracy and completeness and then submit electronically.

- Final Program Itinerary

\_\_\_\_\_ Complete Final Steps:

- Attend annual Program Directors meeting –Time TBD
- Attend an annual Risk Management session or view updated CD version if you have attended a session before. Contact Minette Ellis at [mmellis@gsu.edu](mailto:mmellis@gsu.edu) to sign up for a session.
- Distribute Emergency Pocket Brochures to all participants.
- Submit a list of program participants, including faculty and staff, a program itinerary and your overseas contact information to the U.S. Embassy or Consulate in the host country (ies) of your program. This registration may be completed online at <http://travelregistration.state.gov/ibrs> For a list of embassies, see <http://usembassy.state.gov>
- Review the following forms for use as needed while abroad: **Incident Report Form, Independent Travel Waiver**