

# Group Study Abroad Planning & Approval Form

**Submission information:** Submit scanned signed copy electronically to your college's Education Abroad Committee representative. Please contact Sue Posch for the contact information of your representative, [scposch@iastate.edu](mailto:scposch@iastate.edu).

**Deadlines:** October 1 (summer programs), January 1 (fall and academic year programs), May 1 (spring, spring break, and winter break programs)

**Form information:** This form only works with Adobe Reader. Hold your cursor over the field to get a pop up box with more information about that field

<b>Program title:</b>
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<b>Country(s) and location(s):</b>	
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<b>Sponsoring department(s)/college(s):</b>	
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<b>Program Director(s) and emails:</b> <b>Please indicate Faculty of Record if multiple Program Directors</b>	
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<b>Language of instruction:</b>		<b>Application deadline:</b>		<b>Participant notification date:</b>	
<b>Pre-departure contact hours:</b>		<b>#days/ weeks abroad:</b>		<b>Projected enrollment:</b>	
<b>Date ISU class begins:</b>		<b>Travel departure date:</b>		<b>Date class abroad begins:</b>	
<b>Date class abroad ends:</b>		<b>Travel return date:</b>		<b>Date ISU class ends:</b>	

<b>Brief program description</b>	
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**Approval Signatures:**

Program Director	Date	Department chair	Date	College	Date
Program Director	Date	Department chair (if different)	Date	College (if different)	Date
Program Director	Date	Department chair (if different)	Date	College (if different)	Date
Program Director	Date	Department chair (if different)	Date	College (if different)	Date



# Detailed Program Information

## Program Directors

<b>Program Director:</b>		<b>Appointment, qualifications (teaching, leading groups, etc.) and international experiences (C.V. may be attached)</b>
<b>Department / college:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

<b>Co- or Assistant Program Director:</b>		<b>Appointment, qualifications (teaching, leading groups, etc.) and international experiences (C.V. may be attached)</b>
<b>Department / college:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

<b>Co- or Assistant Program Director:</b>		<b>Appointment, qualifications (teaching, leading groups, etc.) and international experiences (C.V. may be attached)</b>
<b>Department / college:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

<b>Co- or Assistant Program Director:</b>		<b>Appointment, qualifications (teaching, leading groups, etc.) and international experiences (C.V. may be attached)</b>
<b>Department / college:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

# Program Director Additional Support

Will you be assisted in-country by individuals providing support to the group? This could include volunteer or paid faculty from institutional partners, individuals (not companies) that could provide services like translation, guiding, arrangements of logistics, homestays, course development or teaching. This section is only for individuals. Companies you might hire for similar and other services will be identified in a later section.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown at this point <input type="checkbox"/>
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**If yes, please indicate your plans at this point: for which services do you plan to organize additional assistance? Have you identified who you will hire?**

## Application and Selection

<b>Application requirements</b> (letters of reference and number needed, official or unofficial transcript, essay and length, SCUBA certification, résumé, etc.):		
<b>Program prerequisites:</b>		
<b>Criteria for selection:</b>	<b>Academic (GPA, etc.):</b>	
	<b>Skills and additional requirements:</b>	

<b>For ISUAbroad (on-line application and tracking):</b>	Please indicate which Program Director/Co-Director will need which types of access to student applications in ISUAbroad. Please rest your cursor over the field for a description of access. Please select one option per director.		
<b>Director</b>	<b>Review and approve applications</b>	<b>Review applications only</b>	<b>No access</b>

## Goals and Outcomes

<b>Program goal(s):</b>	
<b>Learning outcomes:</b>	At the end of the program, students will:
<b>Grading system:</b>	



# RISKS: Health, Safety and Security

Please identify any risks to health or personal property in the destination country(s) through a review of the following websites and/or other sources <http://travel.state.gov/> (see Consular information Sheets, Travel Warnings, and Public Announcements) <http://www.who.int/en/> and <http://www.cdc.gov/>. Risks may include things like personal safety, transportation, political stability, natural disasters, etc. Please list the possible risks below in the left-hand column. Please indicate how you will respond to each risk in the right-hand column (will you minimize the risk through action? How will you communicate this risk to the participants?)

List of health and safety risks you've identified in the location(s) to which your group will travel	How will you respond to this risk?

# RISKS: Activities Specific to the Program

Please identify any activities specific to your program that may pose additional risks to participants. These may include, but are not limited to: water activities or travel on water, strenuous physical activity, exposure to dangerous plants and animals, extreme environmental conditions (e.g., high altitude, climate), farm visits/working with animals, and homestays. Please indicate how you will respond to each risk in the right-hand column (will you minimize the risk through action? How will you communicate this risk to the participants? Is the activity voluntary?)

List of health and safety risks you've identified in the location(s) to which your group will travel	How will you respond to this risk?

# Service Providers and/or Vendors

ISU groups use varied models for booking and paying for services in other countries. Service providers are companies who provide the following kinds of services for ISU groups: booking airfare, arrangement of lodging, transportation, and other travel-related services like field trips or tours and could be private companies or university partners. Vendors are the companies that are paid for lodging, transportation, entrance fees, etc.

<b>Have your service providers and/or vendors been identified?</b>	Yes	No
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<b>If yes, how were they selected?</b>

<b>What service providers and/or vendors do you plan to use?</b>

<b>If your service providers and/or vendors have not been identified, ISU may already have experience with service providers or vendors at your destination. Would you be interested in speaking to someone about this?</b>	Yes	No
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# Visas

<b>Are visas required for US citizens to travel to your destination(s) for the duration of your program?</b>	Yes	No
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<p><b>Please note that if non-US citizen international students or program directors participate in your program, they may have different visa requirements.</b></p> <p><b>The ISU International Students and Scholars office must be consulted by those participants to ensure they have the proper documentation for returning to the US.</b></p>
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# Program Assistance

Who is providing administrative assistance to you in the development of your program?  
Please check all that apply:

Design International Programs

Engineering International Engagement

Global Programs, College of Agriculture & Life Sciences

Human Sciences International Programs

LAS International Programs

Project Assist (Study Abroad Center)

Vet Med International Programs

Unknown/None



# Complete Travel Itinerary

Since there may be an emergency situation in which it becomes necessary for the group to be contacted, it is critical that the Study Abroad Center and relevant college offices know the whereabouts of all our programs and how Program Directors may be contacted.

Please specify dates, locations, activities for each day, housing, meal and transportation arrangements, and in-country contact information.

*It is understood that this information may change. Please submit your proposed itinerary which should show the intent of what you plan to accomplish during your travel.*

*Please provide the Study Abroad Center with the most up-to-date version prior to your departure.*

**PROGRAM NAME:**

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**NUMBER OF PARTICIPANTS:**

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**STUDENT TRAVEL**

**Amount on student U-Bill**

**Out-of-pocket expense**

Round-trip airport transportation

--

--

Round-trip airfare

--

--

On-site transportation (public transportation, group travel, etc.)

--

--

Passport and photos

--

--

Visa and visa mailing costs

--

--

Entrance fees

--

--

Service providers and contracted services  
(support services, student share of group meals, etc.)

--

--

**SUBTOTAL**

--

--

**STUDENT PERSONAL LIVING EXPENSES**

Housing

--

--

Meals on their own

--

--

Vaccines and preventative medicines

--

--

CISI health/travel insurance \$1.15 per day (required)

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International Student Identity Card \$25.50 (optional)

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Incidentals (recommend at least \$100 per week)

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**SUBTOTAL**

--

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**STUDENT OTHER EXPENSES**

Advertising costs

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--

Contingency fund

--

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Project Assist fee, \$75 if participating

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--

Student share of Program Director expenses  
(auto calculated)

--

--

**SUBTOTAL**

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**TOTAL OUT-OF-POCKET EXPENSES**

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**PROGRAM DIRECTOR TRAVEL**

Round-trip airport transportation

--

Round-trip airfare

--

On-site transportation (public transportation, group travel, etc.)

--

Passport and photos

--

Visa and visa mailing costs

--

Entrance fees

--

Program Director share of contracted services

--

**SUBTOTAL**

--

**PROGRAM DIRECTOR PERSONAL/LIVING EXPENSES**

Program Director housing

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Program Director meals

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Program Director { ~~Travel~~ } ~~Travel~~

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**SUBTOTAL**

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**PROGRAM DIRECTOR OTHER EXPENSES**

(cell phone/communication, educational technology rentals,  
mailing, courier services, etc.)

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**SUBTOTAL**

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**PROGRAM DIRECTOR TOTAL EXPENSES**

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**SUMMARY OF PROGRAM EXPENSES: AMOUNT**

Student travel, personal living and other expenses	
Student share of Program Director expenses	
<b>TOTAL PROGRAM FEE</b>	

	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Current tuition rate for term of travel		
ISU fees for credits specified above (see <a href="http://www.iastate.edu/~registrar/fees/">http://www.iastate.edu/~registrar/fees/</a> for fees)		
Study Abroad Administrative Fee		
Other mandatory fees		
<b>TOTAL ISU TUITION AND FEES</b>		
<b>TOTAL ISU TUITION AND FEES</b>		
<b>TOTAL PROGRAM FEE</b>		
<b>TOTAL OUT-OF-POCKET EXPENSES</b>		
<b>TOTAL PROGRAM EXPENSES</b>		