

International Program Timeline—Non-Credit



EDUCATION ABROAD  
EXPLORE • PREPARE • REINTEGRATE

## International Program Timeline—Non-Credit

### Purpose:

It is the goal of the Education Abroad Office (EAO) to assist faculty and staff leaders in developing high-quality international programs that offer a connection to our mission and values of professional formation, diversity and empowerment of leaders for a just and human world. **Non-credit international programs**, most often service projects, offer students a unique opportunity for international engagement through direct experience.

### Instructions:

Please refer to the following departure-specific timelines for deadlines and follow the links for associated documents. Additional documents may be required once the International Program Risk Approval Form is reviewed and approved by the Education Abroad Office. Additional resources can be found on the Education Abroad [website](#). Notifying our office as early as possible allows us to better assist in the planning and execution of your program.

## Winter Break Travel

October	<p>1st: <a href="#">Inform</a> Education Abroad Office</p> <p>1st: Send roster of students to Education Abroad Specialist</p> <p>1st: Complete <a href="#">International Program Risk Approval Form</a></p>
November	<p>Student online Pre-Departure Paperwork &amp; Orientation Due</p> <p>Student online Pre-Departure Orientation</p> <p>Required attendance at Program Leader Workshop</p> <p>Program Leader &amp; Co-Leader Forms Due</p>
December	<p>EAO provides confidential student Emergency Contacts and Medical Reports to Program Leaders via online format</p> <p>Travel Abroad</p> <p>Evaluation surveys sent to students upon return</p>

## International Program Timeline—Non-Credit (cont.)

### Spring Break Travel

January

1st: [Inform](#) Education Abroad Office  
1st: Send roster of students to Education Abroad Specialist  
1st: Complete [International Program Risk Approval Form](#)

February

Student online Pre-Departure Paperwork & Orientation Due  
Student online Pre-Departure Orientation  
Required attendance at Program Leader Workshop  
Program Leader & Co-Leader Forms Due

March

Student Emergency Contacts and Medical Reports are sent to Program Leaders via online format  
Travel Abroad  
Evaluation Surveys sent to students upon return

### Summer Break Travel

April

1st: [Inform](#) Education Abroad Office  
1st: [Send](#) roster of students to Education Abroad Specialist  
1st: Complete [International Program Risk Approval Form](#)

May

Student online Pre-Departure Paperwork & Orientation Due  
Student online Pre-Departure Orientation  
Required attendance at Program Leader Workshop  
Program Leader & Co-Leader Forms Due

Summer

Student Emergency Contacts and Medical Reports are sent to Program Leaders via online format  
Travel Abroad  
Evaluation Surveys sent to students upon return