

IDEAL TIMELINE

FACULTY GUIDE FOR STUDY ABROAD

SUMMER PRIOR TO PROGRAM

- Start generating ideas for what type of study abroad program you would like to lead
- Begin completing the Faculty-led Proposal for the Office of Study Abroad
- Start working on the budget, course syllabus, and itinerary for your program
- Read through the "Guidelines for Success" sheet
- If applicable, begin UCCC approval process for courses not currently listed in the course catalog (Special Topics courses take less time to be approved)

SEPTEMBER

- Submit your Faculty-led Proposal and all corresponding materials to the Office of Study Abroad no later than September 15
- Start recruiting students to participate in your program
- If applicable, work on getting any contracts signed by the Office of Procurement and Contracts (<http://procurement.msstate.edu>)

OCTOBER/NOVEMBER

- Participate in the Fall Study Abroad Fair in the Union
- Keep in contact with our office to be sure we have all of the information from you that we need
- Hold an Interest Meeting – this is an ideal time to recruit students

DECEMBER

- This is a also great time to hold an interest meeting and/or send out a recruiting email. Students often talk with their parents about summer plans over winter break.





JANUARY

- *Participate in the Spring Study Abroad Fair in the Union*
- *Begin reviewing student applications*
- *Complete your A-04 International Travel Form*

FEBRUARY

- *Continue recruiting for your program*
- *Continue reviewing student applications and begin to accept students*
- *Remind students of the MSU study abroad scholarship deadline (the first week of March)*

MARCH

- *Continue with your final recruitment efforts*
- *Continue reviewing and accepting applications*
- *OSA will begin transferring student payments to your account. Work with your business manager to start making deposits for your program*

APRIL

- *Encourage students to complete their study abroad applications in a timely fashion*
- *Hold a pre-departure meeting for your students before they go home for the semester*
- *Remind students to attend one of the mandatory in-person Outbound Orientation sessions*
- *OSA will continue to transfer student payments to your account. Work with your business manager to start making deposits for your program*
- *Attend the Faculty Outbound Orientation*

MAY-JULY

- *Continue encouraging students to complete their applications, so OSA can give them permission to register in your course*
- *Touch base with OSA to make sure we have all information we need from you regarding your program*
- *Complete STEP Information Request Form and International Insurance Information Request Form*

