# International Co-Curricular Program Leader

# Pre-Departure Checklist

The following documentation must be received by the Virginia Tech VT Engage office prior to program departure. Please direct all questions to Eliza Wethey, [elizaw8@vt.edu](mailto:elizaw8@vt.edu) or 540-231-5853.

# Program Information:

* Co-Curricular International Travel Assessment completed for review and approval.

Deadlines: 3 months for conferences and competitions; 6 months other non-credit group programs

* Final Program Itinerary with location and contact numbers
* Final Participant List (names, emails, status (graduate/undergraduate/employee), including dependents and other travelers)
* Submit Contact Information for the Emergency Contact Card Information - Card will be provided to all participants with Emergency Contact Information

**Student Forms**: Upload to Canvas Drop Box (<https://canvas.vt.edu/courses/25208>) or email to [elizaw8@vt.edu](mailto:elizaw8@vt.edu)

* Completed Voluntary Health Disclosure Form – these are collected and given to the Leader
* Upload Signed Program Liability Agreement

# Risk Management:

* Program leader has attended the Global Education’s Office Faculty Leader Training.
* All US Citizen participants are enrolled in the US Department of State’s [Smart Traveler Enrollment Program](https://step.state.gov/step/)

[(STEP)](https://step.state.gov/step/) program prior to departure. Non-US Citizen participants are recommended to enroll with their embassy.

* All Program Participants have enrolled in the University’s mandatory travel medical insurance plan (CISI)
* If destination country is under a US State Department Warning and/or CDC Warning approval has been

secured via the Global Travel Committee (GTOC).

**Additional Resources**

* Canvas Site: <https://canvas.vt.edu/courses/25208>
* VT Engage: <https://www.engage.vt.edu/faculty_engagement/international_approvals.html>