

International Educational Travel Guidelines for all University of Oklahoma Sponsored Study Abroad Programs

The University of Oklahoma (OU) requires all OU students, faculty and staff members participating in OU sponsored study abroad programs to comply with the guidelines articulated in this document.

Sponsored programs include any individual students who receive any funding from OU for their travel (such as scholarships or travel support grants) or who are receiving any academic credit, any student groups traveling with or under the supervision of OU faculty or staff, and any Registered Student Organizations traveling internationally.

All students participating in OU approved study abroad programs are required to:

- Receive written endorsement to participate in a program by an Education Abroad (EA) staff member or the Study Abroad Liaison designated by the college or department sponsoring the experience
- Participate in a pre-departure orientation conducted by and/or approved by EA
- Complete and submit all program application materials through the online study abroad application/registration system (including registering location and dates of travel)
- Pay the application/registration fee, the international insurance fee, and the risk management fee as directed
- Comply with any additional requirements communicated by the EA office and/or the Study Abroad Liaison designated by the college or department sponsoring the experience

All OU faculty and staff members who will be teaching, leading, or accompanying students on OU approved or sponsored study abroad programs are required to:

- Submit a completed International Educational Travel Approval Form by the listed deadline
- Failure to do so on time could result in program disqualification
- Provide adequate 24/7 on-site support who are employed in some capacity by OU (two program leaders). This can be fulfilled by OU faculty, staff, or in some cases graduate students.
- Register location and dates of travel with Education Abroad
- Enroll in international health and evacuation insurance through OU's authorized provider
- Provide Education Abroad with an international cell phone or other contact number where s/he may be reached while abroad as part of the program
- Be familiar with the Emergency Response Protocol for International Education Programs Sponsored by the University of Oklahoma
- Facilitate an in-country orientation at the site of the program that involves students, faculty or staff from partner institutions or program providers and covers relevant health and safety matters
- Participate in a program leader training session for study abroad leaders at least once every year or additionally as necessary due to updated policies and procedures
- Cooperate with your college study abroad liaison to make sure that all participating students have completed required risk management registration materials with EA

Any OU sponsored study abroad program proposed to a location under a Level 3 or 4 Department of State Travel Advisory will be reviewed by the CIS Risk Management Committee for an internal review and may be submitted for further review and approval by the OU Study Abroad Safety and Security Council and Associate Provost for Global Engagement.