## Faculty Led International Program Guide

### STEP 1: Getting Started
- **Read** Policy 2710
- **Review** program leader website

### Determine:
- Program structure: (embedded or standalone)
- Course title/number
- Salary/course load
- **Designate** a co-leader

### Create partnerships with host country organizations or third party providers
- **Review** funding opportunities for faculty and students

### Begin to Determine:
- Program Title
- Departure/Return Date
- Course Start Date
- Application Plan
- Language
- GPA
- Area of study
- Itinerary
- Program Description
- Housing (for Clery)
- # participants
- Program Leader Passport
- Budget/Costs/Payment
- Department
- Supervisor
- Approval
- Resources/Photos
- Sign Program Leader form

### Connect with GEO & Department to:
- Draft budget
- Create student payment plan
- Host Information Sessions/ Class presentations for prospective participants
- Join GEO Study Abroad Fairs
- Direct participants to register at GEO website

### Meet with Annette amares2@unm.edu especially if applying for exemption
- Co–Create/Edit Program Website
- Register for GEO workshops

### Solidify vendors
- Continue Proposal

### Create marketing material (flyers, brochures, draft emails)
- Request assistance, if needed
- Post marketing material

### Host Information Sessions/ Class presentations for prospective participants
- Draft budget
- Create student payment plan
- Join GEO Study Abroad Fairs
- Direct participants to register at GEO website
- Register for CISI travel insurance code:UNM
- Register travel at STEP.state.gov
- Ensure passport is valid for 6 months after return date
- Check visa requirements
- Manage Enrollments. If applicable, accept students
- Direct students to GEO portal to complete materials
- Set health and safety expectations
- Keep student information confidential
- Remind participants to complete mandatory student health and safety orientation
- Create emergency plan

### Confirm participant list with GEO
- Purchase flight
- Pay vendors
- Consider language training
- Consider CPR training
- Confirm participant list with GEO

### Pick up USB and emergency contact cards from GEO
- Provide students emergency contact card and your contact info
- Contact bank and cellular provider

### Contact Annette, if you answer yes:
- Will you be taking dependents?
- Will you be driving?
- Will you accept non-UNM participants?
- Will the program be led by a non-UNM representative?
- Will you be holding team building opportunities?

### Consider what went well and what needs improvement for future programs
- Make adjustments to proposal for the future
- Follow-up with department

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*Months prior to expected departure date*