### Faculty Led International Program Guide

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

**STEP 2: Faculty Led Proposal or Exemption**
- Meet with Sara suguitierrez@unm.edu especially if applying for exemption
- Co-Create/Edit Program Website
- Register for GEO workshops

**STEP 3: Program Support**
- Create marketing material (flyers, brochures, draft emails)
- Request assistance, if needed
- Post marketing material

**STEP 4: Promote your Program**
- Register for CISI travel insurance code:UNM
- Register travel at STEP.state.gov
- Ensure passport is valid for 6 months after return date
- Set health and safety expectations
- Keep student information confidential
- Remind participants to complete mandatory student health and safety orientation

**STEP 5: Health and Safety Requirements**
- Direct students to GEO portal to complete materials
- Manage Enrollments. If applicable, accept students
- Confirm participant list with GEO

**STEP 6: Prepare Participants**
- Purchase flight
- Pay vendors
- Consider language training
- Consider CPR training

**STEP 7: Ensure Readiness**
- Pick up USB and emergency contact cards from GEO
- Provide students emergency contact card and your contact info
- Contact bank and cellular provider

**STEP 8: Special Considerations**
- Other considerations?
- Report incidents
- Provide post-program evaluations to students
- Direct students to GEO website to complete a post-program survey

**STEP 9: Wrap Up Program**
- 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