### Purpose:
It is the goal of the Education Abroad Office (EAO) to assist faculty and staff leaders in developing high-quality international programs that offer a connection to our mission and values of professional formation, diversity and empowerment of leaders for a just and human world. **Non-credit international programs**, most often service projects, offer students a unique opportunity for international engagement through direct experience.

### Instructions:
Please refer to the following departure-specific timelines for deadlines and follow the hyperlinks for associated documents. Please note that additional documents may be required once the International Program Risk Approval Form is reviewed by the Education Abroad Office. Additional resources can be found on the Education Abroad [website](#).

## International Program Timeline—Non-Credit

| October | 1st: Inform Education Abroad Office  
|         | 1st: [Send](#) roster of students to Education Abroad Specialist  
|         | 15th: Complete [International Program Risk Approval Form](#)  
| November| 1st: [Program Leader](#) & Co-Leader Forms Due  
|         | 1st: Student online Horizons Applications Due  
|         | 15th: Program Leader Workshops  
|         | 15th: Student Pre-Departure Orientations  
| December| [Student Emergency Contacts and Medical Reports](#) are sent to Program Leaders  
|         | [Travel Abroad](#)  
|         | [Evaluation Surveys](#) sent to students  

### International Program Timeline—Non-Credit (cont.)

#### Spring Break Travel

**January**
- 1st: Inform Education Abroad Office
- 1st: **Send** roster of students to Education Abroad Specialist
- 15th: Complete [International Program Risk Approval Form](#)

**February**
- 1st: **Program Leader** & **Co-Leader** Forms Due
- 1st: Student online Horizons Applications Due
- 15th: Program Leader Workshops
- 15th: Student Pre-Departure Orientations

**March**
- Student Emergency Contacts and Medical Reports are sent to Program Leaders
- Travel Abroad
- Evaluation Surveys sent to students

#### Summer Break Travel

**April**
- 1st: Inform Education Abroad Office
- 1st: **Send** roster of students to Education Abroad Specialist
- 15th: Complete [International Program Risk Approval Form](#)

**May**
- 1st: **Program Leader** & **Co-Leader** Forms Due
- 1st: Student online Horizons Applications Due
- 15th: Program Leader Workshops
- 15th: Student Pre-Departure Orientations

**Summer**
- Student Emergency Contacts and Medical Reports are sent to Program Leaders 2-3 weeks before travel
- Travel Abroad
- Evaluation Surveys sent to students upon return