

International Program Timeline—Non-Credit

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](#).

Winter Break Travel

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	<input type="checkbox"/> Student Emergency Contacts and Medical Reports are sent to Program Leaders <input type="checkbox"/> Travel Abroad <input type="checkbox"/> 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