



VALPARAISO UNIVERSITY

Office of International Programs

Tel: 1.219.464.5333

Email: study.abroad@valpo.edu

International Independent Outbound Proposal & Approval

It is important for all students traveling outside of the United States under the umbrella of the University to be registered with OIP Study Abroad. Faculty members taking students abroad must submit proposals for the planned travel. The faculty member's Department Chair, Dean, the Director of Study Abroad Programs and the International Affairs Committee must review proposals. The Provost will have final approval.

Proposals must be submitted at least two months in advance to ensure appropriate time to review and secure approval. Approval must be secured prior to recruiting students to participate.

Additionally, participants will be required to register with OIP Study Abroad. The registration process will collect important information about their travel, as well as essential information like passport details, and emergency contact information to ensure the group's time abroad is as safe and enjoyable as possible.

To complete the proposal, please submit the attached form along with the following supporting documentation:

1. Full Itinerary
 - a. As much of a day-to-day break-down as possible
 - b. Include flight information and info on how the group will be traveling to the airport(s)
 - c. Tentative information is fine – at this point we are looking for enough to get official approval, and specific, more updated information can be shared once it is available
2. Program Affiliation/Contacts & Logistical Information
 - a. Provide a brief description of the institution/agency with which the program is affiliated, and information on any individual who will be assisting with the program, if applicable. Include web links and contact information where possible
 - b. Where will the group be staying? What methods of transportation will the program require? What, if any, requirements will there be for entry into your destination(s) – e.g. will the group need visas?
3. Health, Safety & Security
 - a. Review the country specific information for the programs destination(s) on the US Department of State website and the Traveler's Health information on the Center for Disease Control and Prevention website and respond accordingly.
 - b. What safety and security considerations have you taken in planning for this program?
 - c. Contingency: What plans have you made to handle unexpected challenges or issues? If you are the sole faculty member/leader without an accompanying staff member or on-site coordinator, outline a contingency in the event of an emergency (i.e. in the event program leaders are injured or otherwise unable to perform their duties).
4. Orientation & Pre-departure Meeting
 - a. What pre-departure meetings will you be having? How do you plan to prepare your group for their travel?
 - b. Will they have any type of on-site orientation or post-program debrief meeting?
5. Budget (if applicable)

- a. How is this travel being financed? Have students been asked to pay, or is your department contributing funds? Have students been advised on out-of-pocket costs like meals that are not included, or personal spending?

If you have any questions or need assistance, please contact our office.

Valparaiso University International Independent Outbound Proposals

Proposals completed by faculty intending to lead a group of students abroad must be submitted to: Allison Kroft, Director of Study Abroad Programs. They can be submitted in person or by e-mail: allison.kroft@valpo.edu or both.

Please complete the information below as best as you can and submit with all other required proposal documents. Feel free to contact Allison Kroft, Director of Study Abroad Programs, for any assistance in completing any part of the proposal.

Leader Name:	
Department/College:	
Office Phone	E-mail @valpo.edu
Assistant/Co-Leader Name:	
Department/College:	
Office Phone	E-mail @valpo.edu
Sponsoring Department(s)/College(s) (if different from faculty's department):	
If any other faculty/staff will also accompany the group (also include observers), please attach their contact information. (Name, department, phone number, and e-mail)	
Program Purpose: <input type="checkbox"/> Research <input type="checkbox"/> Service <input type="checkbox"/> Other (Please list):	
Program Location(s):	
Program dates abroad (incl. departure, arrival & return dates):	Total number of days:
Are these dates flexible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Group Flight? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pre and/or post meetings (on Valpo campus)?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. Number of Participants:
Total number of on-campus days:	
Will the program be open to students from other universities/other Non-VU guests? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Group Info: <input type="checkbox"/> Undergraduates only <input type="checkbox"/> Graduates only <input type="checkbox"/> Both undergraduates and graduates	Home Department of Participants (if different from faculty's department):

Department Chair and Dean

Your signature indicates your approval of this program. *NOTE: If a program is sponsored by more than one department, approval must be obtained from each department. All signatures are required.*

Department Chair (please print): _____ Date: _____

Signature of Chair: _____

Dean of College (please print): _____ Date: _____

Signature of Dean: _____

Approvals (OIP will facilitate signature process):

Director of Study Abroad Programs

- Recommended for approval
- Not Recommended for approval

Signature: _____ Date: _____

International Affairs Committee

- Recommended for approval
- Not Recommended for approval

Representative (please print): _____

Signature: _____ Date: _____

Assistant Provost for International Affairs

- Approved
- Not Approved

Signature: _____ Date: _____

Provost

- Approved
- Not Approved

Signature: _____ Date: _____
