

International Educational Travel Guidelines for all University of Oklahoma Sponsored Study Abroad Programs

The University of Oklahoma (OU) requires all OU students, faculty and staff members participating in OU sponsored study abroad programs to comply with the guidelines articulated in this document.

All students participating in OU sponsored study abroad programs are required to:

- Receive written endorsement to participate in a program by a study abroad adviser in the Office of Education Abroad (EA) or the [Study Abroad Liaison](#) designated by the college or department sponsoring the experience
- Participate in a pre-departure orientation conducted by and/or approved by EA
- Complete and submit all program application materials through the online [Education Abroad Application/Registration System](#)
- Enroll in Travel Abroad Health Insurance through EA's authorized provider
- Register location and dates of travel with EA
- Comply with any additional requirements communicated by an EA study abroad adviser and the Study Abroad Liaison designated by the college or department sponsoring the experience

All OU faculty and staff members who will be teaching, leading or accompanying students on OU sponsored study abroad programs are required to:

- Submit to EA a completed *International Educational Travel Approval Form for Norman Campus programs* or *International Educational Travel Approval Form for OUHSC programs*. Travel Approval forms for all summer faculty-led programs must be submitted by **November 15** of the calendar year prior to the summer program. Forms for all other programs (including semester, intersession, and other programs) must be submitted no later than **60 days prior to the start** date of the program. This form requires the signature of the Study Abroad Liaison designated by the college or academic department sponsoring the experience as well as the Dean of the sponsoring college or academic department
- Enroll in Travel Abroad Health Insurance through EA's authorized provider
- Register location and dates of travel with EA
- Provide EA with an international cell phone or other contact number where s/he may be reached while abroad as part of the program
- Be familiar with the [Emergency Response Protocol for International Education Programs Sponsored by the University of Oklahoma](#)
- Facilitate an in-country orientation at the site of the program that involves students, faculty or staff from partner institutions or program providers and covers relevant health and safety matters
- Participate in an EA faculty/staff training session for study abroad leaders at least once every two years or additionally as necessary due to updated policies and procedures
- Cooperate with your college study abroad liaison to make sure that all participating students have completed required risk management registration materials with EA

Any OU sponsored study abroad program proposed to a location where a [US Department of State Travel Warning](#) exists must first obtain approval from the [OU Study Abroad Safety and Security Council](#). The Education Abroad website contains instructions on how to submit a petition for programming to a destination where an active US Department of State Travel Warning exists.