Faculty-Directed or Affiliated Study Abroad Program Application

Office of International Programs
Submit Budget Worksheet for Study Abroad Programs and preliminary Risk Management Plan for Travel with Students with this application to studyabroad@umontana.edu.

Program Title and Staff

<table>
<thead>
<tr>
<th>Program Name:</th>
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<tbody>
<tr>
<td>Destination(s):</td>
<td></td>
</tr>
<tr>
<td>Program Director Name:</td>
<td>Is the Program Director UM faculty/staff? Yes ☐ No ☐ If no, please include title and affiliation:</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Program Director’s program responsibilities and local expertise:</td>
<td></td>
</tr>
<tr>
<td>Other program staff names, titles, contact information, program responsibilities, and local expertise. List only program staff traveling abroad:</td>
<td></td>
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<tr>
<td>Program Description (100 words maximum, to be used by the Office of International Programs to advertise this program):</td>
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Program Budget and Academic Approvals

A. Funding Model and Budget

Use the Faculty-Directed Study Abroad Programs Departmental Guidelines to complete the Budget Worksheet for Study Abroad Programs.

B. Academic Approval

<table>
<thead>
<tr>
<th>How many credits will students earn?</th>
<th>Credit-granting department?</th>
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<tbody>
<tr>
<td>Who is eligible to participate? (undergraduate, graduate)</td>
<td>Are there prerequisites to participate? (e.g. language requirements)</td>
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</table>

Course Number:  

C. Additional Academic Approval Requirements

If this is a sponsored course, additional information can be found https://www.umt.edu/sell/courseproposal/extendedcredit.php, or by contacting Holly Kulish at UM School of Extended & Lifelong Learning, 243-4168

Academic Content and Budget Approved by:

<table>
<thead>
<tr>
<th>Department Chair (printed name)</th>
<th>Department Chair (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dean (printed name)</td>
<td>Academic Dean (signature)</td>
<td>Date</td>
</tr>
</tbody>
</table>
Risk Management

A. Program Itinerary
If your program has more than two sites, please attach additional sheet(s). If your program is a backcountry program, please complete this to the best of your ability. Site addresses can be approximate coordinates.

Site I

<table>
<thead>
<tr>
<th>Overseas Site Name (place of instruction):</th>
<th>Site Address (physical):</th>
</tr>
</thead>
</table>

Dates at Site:

Is the lodging the at the same site location listed above?  Yes ☐  No ☐  If no, provide the physical address:

Provide a brief description of the accommodations (hotel, hostel, host families, camping, etc.):

Excursions (dates and locations):

Site II

<table>
<thead>
<tr>
<th>Overseas Site Name (place of instruction):</th>
<th>Site Address (physical):</th>
</tr>
</thead>
</table>

Dates at Site:

Is the lodging the at the same site location listed above?  Yes ☐  No ☐  If no, provide the physical address:

Provide a brief description of the accommodations (hotel, hostel, host families, camping, etc.):

Excursions (dates and locations):

B. Risk Management Planning

- Submit a preliminary Risk Management Plan for Travel with Students as part of this application (complete the section titled “Risk Management Planning” only). Submit a completed final Risk Management Plan for Travel with Students as part of the International Travel Registry at least 30 days prior to departure.
- If planning a program to a country with a U.S. Department of State Travel Warning, submit a completed Risk Management Plan for Travel to Countries with U.S. Department of State Travel Warnings to the UM International Travel Review Committee at studyabroad@umontana.edu to obtain prior permission for travel to these countries. The program may not be advertised until permission has been obtained.

Clery Act Reporting

Does University of Montana have a written rental or lease agreement (no matter how informal, such as an e-mail confirmation) for foreign facilities used for teaching or any of the program participants’ housing?  Yes ☐  No ☐

If yes, under the Clery Act, the Program Director has a responsibility to report crime statistics using the Crime Statistic Report Form for crimes taking place in the rented facilities for the times and dates specified in the rental agreement. Please send the form immediately upon return to marjac@mso.umt.edu at OIP. OIP will forward the incident reports on to the UM Public Safety Department for inclusion in the University’s annual security report required under the Clery Act. Clery reportable crimes include: murder, negligent manslaughter, forcible sex offenses (rape), non-forcible sex offenses (incest and statutory rape), robbery, aggravated assault, and burglary, arson, and hate crimes.

Disability Accommodations

UM Sponsored Study Abroad Programs must be readily accessible to and usable by people with disabilities. Please answer the questions below to explain how your program can accommodate people with disabilities.

1. Are the program and/or program site(s) accessible for students with disabilities?  Yes ☐  No ☐
2. Are you able to identify a ground floor classroom if this accommodation is needed?  Yes ☐  No ☐
3. Will faculty use PowerPoint or provide lecture notes in advance for students?  Yes ☐  No ☐
4. What arrangements (classroom, housing, and transportation) can be made for accommodations, such as sign language interpreters, service dogs, etc.?

5. Do you have a list of mental health providers in the community?  Yes ☐  No ☐

**Visa requirements**

1. Do participants need to apply for a visa?  Yes ☐  No ☐
   Please consult: Embassy/Consulate website [http://www.embassy.org/embassies](http://www.embassy.org/embassies)
   OIP Student Visa information website

2. If a visa is required, what type of visa will participants apply for and what is the cost?

3. What is the visa application procedure?

**Pre-Departure Checklist**

1. Provide students a thorough orientation, which will include information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country, as well and information on potential health and safety risks, and the Risk Management Plan for Travel with Students. Consult [U.S. Department of State Country Specific Information](https://travel.state.gov/content/travel/en/traveladvice/country/) and [Center for Disease Control and Prevention Health Advisory for Destination Regions](https://wwwnc.cdc.gov/travel/). Discuss program rules and policies and behavioral expectations with program participants prior to departure.

2. Make sure all program participants (faculty/staff/students) meet UM’s minimum health insurance requirements. You can review what those requirements are and how to meet them for students at [Student Health Insurance Abroad Requirements](https://www.montana.edu/student-health-insurance/). For faculty/staff at [Faculty/Staff Health Insurance Abroad](https://www.montana.edu/student-health-insurance/). Complete the [UM International Travel Registry](https://www.montana.edu/student-health-insurance/), including the [Student Roster](https://www.montana.edu/student-health-insurance/) and [Risk Management Plan for Travel with Students](https://www.montana.edu/student-health-insurance/). Register students in the [U.S. Department of State Smart Traveler Enrollment Program](https://www.travel.state.gov/enroll.html).

3. Submit the following forms with students’ signatures:
   - [Agreement and Acknowledgement of Risk](https://www.montana.edu/student-health-insurance/)
   - [Responsibilities of Study Abroad Participant](https://www.montana.edu/student-health-insurance/)
   - [Student Health Information](https://www.montana.edu/student-health-insurance/)

4. Complete the [UM International Travel Registry](https://www.montana.edu/student-health-insurance/), including the [Student Roster](https://www.montana.edu/student-health-insurance/) and [Risk Management Plan for Travel with Students](https://www.montana.edu/student-health-insurance/). At least 30 days prior to departure. All faculty/staff are required to register their travel.

5. Register students in the [U.S. Department of State Smart Traveler Enrollment Program](https://www.travel.state.gov/enroll.html).

6. Take the following information with you when you travel: Student Roster, the Risk Management Plan for Travel with Students, [Instructions for Travel with Students in Case of an Emergency](https://www.montana.edu/student-health-insurance/), a copy of the passport and visa for each participant, and a list of health insurance policy numbers and phone numbers for each participant.

7. If applicable, familiarize yourself with how to [report Clery Act crime statistics](https://www.cleryact.gov/) that may take place abroad.

*Please submit all required forms to OIP by e-mail at [studyabroad@umontana.edu](mailto:studyabroad@umontana.edu), by fax at (406) 243-6194, or by Campus mail to the Office of International Programs.*

Submitted by:

<table>
<thead>
<tr>
<th>Program Director (name printed)</th>
<th>Signature</th>
<th>Date</th>
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Reviewed by:

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<tr>
<th>Name Printed</th>
<th>Signature</th>
<th>Date</th>
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Office of International Programs