

INDIVIDUALIZED STUDENT INTERNATIONAL TRAVEL CHECKLIST

For the purposes of this travel planning protocol, Wheaton College sponsored *Individualized Student International Travel* pertains to Wheaton College students participating in international experiences (internships, student teaching or research) vetted and supervised by a College faculty or staff member within the context of a travel program approved by the Dean of Global and Experiential Learning.

Supervisors or advisors facilitating *Individualized Student International Travel* should contact Annie Nichols to make sure an on-line (www.goglobal.wheaton.edu) application has been activated for their department. This Checklist will serve as a guide for both the student and the advisor to ensure all travelers have complied with protocols for a safe experience.

STUDENT	ADVISOR
	<input type="checkbox"/> Activate on-line application process. This may be customized to include additional department-specific requirements not listed on this checklist (e.g. "Application for Internship" from the Registrar). Contact Annie Nichols for details.
Complete on-line application www.goglobal.wheaton.edu	
<input type="checkbox"/> General Program Information →	<input type="checkbox"/> Review answers to ensure department standards
<input type="checkbox"/> Specific Destination and Partnership Information →	<input type="checkbox"/> Review answers to ensure department standards
<input type="checkbox"/> College-Wide and Program-Specific Essential Elements →	<input type="checkbox"/> Advise student. Seek counsel from on-site supervisor to ensure accuracy of Program-Specific Essential Elements.
<input type="checkbox"/> Student Agreements	
Advisor's Approval →	<input type="checkbox"/> Mark as "received" to indicate department approval. Meet with student to ensure thorough site-specific pre-departure orientation

STUDENT	ADMINISTRATION
Eligibility – Good Standing with Student Development	<input type="checkbox"/> Application reviewed for eligibility
Eligibility – Good Academic Standing	<input type="checkbox"/> Confirm via uploaded Banner data
Status	<input type="checkbox"/> Decision is made by the Dean of Global and Experiential Learning. Student is "approved" or "denied"

Once all of these steps are complete, the Dean of Global and Experiential Learning will review the application for individualized student international travel. If the Dean approves the initial application, the **STUDENT** will be prompted to complete the following on-line "post-decision" requirements:

“post-decision” requirements, login at www.goglobal.wheaton.edu

STUDENT **all items on this checklist MUST be completed prior to departure**		
<input type="checkbox"/> “Commit” for participation		
<input type="checkbox"/> Assumption of Risk, Release and Participation Agreement		
<input type="checkbox"/> Health Information and Release		
<input type="checkbox"/> Emergency Contact Information		
<input type="checkbox"/> Pre-Travel Consult with Student Health Services (call SHS to schedule 630-752-5072; \$25 fee will be assessed)		
<input type="checkbox"/> General Travel Abroad Safety Orientation Attend ONE of the sessions offered throughout the year :		
1) Monday 11/24/2014	4-5 pm Blanchard 339	5) Tuesday 2/17/2015 10:30-11:30 am Phelps
2) Wednesday 12/3/2014	12-1 pm Phelps	6) Thursday 2/19/2015 4-5 pm Blanchard 339
3) Thursday 1/22/2015	12-1 pm Phelps	7) Thursday 4/16/2015 4-5 pm Blanchard 339
4) Tuesday 1/27/2015	4-5 pm Blanchard 339	8) Monday 4/20/2015 12-1pm Phelps
		9) Wednesday 4/29/2015 4-5pm Blanchard 339
		10) Monday 5/4/2105 4-5pm Blanchard 339
<input type="checkbox"/> Passport Information		
<input type="checkbox"/> Submit Detailed Itinerary		
<input type="checkbox"/> Submit Contingency Plan		
<input type="checkbox"/> Submit “Application for Internship” to the Registrar’s Office. This form will be held by the GEL office until all other requirements are complete.		
SEMESTER Programs ONLY		
<input type="checkbox"/> Returning Student Registration Statement		
<input type="checkbox"/> Returning Student Housing Request		

STUDENT	ADMINISTRATION
Accommodation Review	<input type="checkbox"/> Student Development determines necessity and possibility of accommodation for Essential Elements

ADVISOR NOTES:

- Internship Advisors should meet with their advisee to review this process.
- Contact GEL regarding an annual International Internship Advisors Meeting
- Please ensure your advisee is reviewing site-specific health, safety and cultural preparation material.
- Please make sure Student Development reviews *applicants* for *eligibility* and *participants* for *accommodation*.

STUDENT NOTES:

- Please start on-line application as soon as possible. You may withdraw your application at any point in the process.
- You will not be registered for your internship until **ALL** requirements are complete.
- Students participating in an internship in which they may come in contact with human blood and/or other potential infections materials (e.g.) bodily fluids are required to participate in Blood Borne Pathogen Training. Internship sites where such exposure may be reasonably expected include, but are not limited to: medical clinics, hospitals and orphanages. Scheduled training dates for 2014-15 include:
 - Thursday, November 20, 2014 10:30 – 11:15am Armerding 127
 - Tuesday, February 24, 2015 10:30 – 11:15am Armerding 127
 - Thursday, April 23, 2015 10:30 – 11:15 am Armerding 127