

CHECKLIST FOR INDIVIDUAL STUDENT INTERNATIONAL TRAVEL

Wheaton College students participating in international academic experiences such as internships, student teaching, research, or international vocational practicums must complete an application on GoGlobal and be approved by the College. All international academic experiences should be vetted and supervised by a College faculty or staff member and approved by the Center for Global and Experiential Learning. Supervisors or advisors facilitating *Individual Student International Travel* should contact GEL if an on-line (www.goglobal.wheaton.edu) application has not been activated for their department.

This Checklist serves as a guide for both the student and the advisor to ensure all travelers comply with College requirements and protocols.

STUDENT	ADVISOR
<i>Begin on-line application at www.goglobal.wheaton.edu</i>	
<input type="checkbox"/> General Questions →	<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; meet with student to ensure thorough site-specific pre-departure orientation.
<input type="checkbox"/> College-Wide and Program-Specific Essential Elements →	<input type="checkbox"/> Advise student. Seek counsel from on-site supervisor to ensure student can meet any Program-Specific Essential Elements.
<input type="checkbox"/> Student Agreements	
<input type="checkbox"/> Advisor/Department Approval →	<input type="checkbox"/> Advisor/Department Chair signatures on <i>Application for Internship</i> form indicate department approval. Advisor email of approval required for independent student research travel.

STUDENT	ADMINISTRATION
<i>Eligibility – Good Standing with Student Development</i>	<input type="checkbox"/> Application reviewed for eligibility
<i>Eligibility – Good Academic Standing</i>	<input type="checkbox"/> Academic standing verified
<i>Status</i>	<input type="checkbox"/> Application is reviewed by the Center for Global and Experiential Learning - student is “approved” or “denied”

If the initial application is approved, 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
Questionnaires
<input type="checkbox"/> Emergency Contact Information
<input type="checkbox"/> Health and Insurance Questionnaire
<input type="checkbox"/> Passport Information
<input type="checkbox"/> Register on STEP
<input type="checkbox"/> Submit Contingency Plan and Itinerary
<input type="checkbox"/> Room and Meal Plan Request for the Returning Semester**

Materials					
<input type="checkbox"/> Assumption of Risk, Release and Participation Agreement					
<input type="checkbox"/> Student Health Services International Travel Consult (call SHS to schedule 630-752-5072; \$25 - \$35 fee will be assessed.) Appointment by April 29th or 30 days prior to departure, whichever is earlier.					
<input type="checkbox"/> Pre-Departure Health and Safety Meeting - Attend ONE of the sessions offered throughout the year :					
Thursday, November 12, 2015	4:00 – 5:00 pm	Phelps	Thursday, February 25, 2016	4:00 – 5:00 pm	Phelps
Wednesday, December 2, 2015	12:00 – 1:00 pm	Phelps	Thursday, April 14, 2016	4:00 – 5:00 pm	Phelps
Thursday, January 21, 2016	12:00 – 1:00 pm	Phelps	Monday, April 18, 2016	12:00 – 1:00 pm	Phelps
Tuesday, January 26, 2016	4:00 – 5:00 pm	Phelps	Wednesday, April 27, 2016	4:00 – 5:00 pm	Phelps
Tuesday, February 23, 2016	10:30 – 11:30 am	Phelps	Monday, May 2, 2016	4:00 – 5:00 pm	Phelps
<input type="checkbox"/> Intercultural Orientation - Attend ONE of the sessions: Saturday, April 9, 2016 9:00 – 11:00 am Armerding 127 <u>OR</u> Monday, April 18, 2016 7:00 – 9:00 pm Armerding 127					
<input type="checkbox"/> Health Information and Release Signature					
<input type="checkbox"/> Internship Registration (SUMMER students must complete and sign Summer Registration form)					
<input type="checkbox"/> Registration Statement for the Returning Semester**					
Assessments					
<input type="checkbox"/> Pre-Departure Quiz (complete this <i>before</i> you attend the Pre-Departure Health and Safety Meeting)					
Resources and Reminders					
<input type="checkbox"/> Read the Pre-Departure and Safety Manual					
<input type="checkbox"/> Wheaton College Travel Accident and Sickness Insurance Policy					
<i>The Application for Internship form is submitted to GEL and held until all GoGlobal requirements are complete; it is signed and forwarded to the Registrar's Office once a student's completed application has been reviewed and approved.</i>					

****SEMESTER Interns ONLY**

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.
- Please ensure your advisee is reviewing site-specific health, safety and cultural preparation material through International SOS and the U.S. Department of State.

STUDENT NOTES:

- Please start an 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, practicum, or research 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 2015-16 include:**

Tuesday, February 16, 2016 from 10:30 – 11:15 (GEL Conference Room, Armerding 127)

Thursday, April 21, 2016 from 10:30 – 11:15 (GEL Conference Room, Armerding 127)