

International Educational Travel Guidelines for All Student Programs Sponsored by the University of Oklahoma

1. All students who participate in an international experience sponsored by the University of Oklahoma are required to:
 - Participate in a pre-departure orientation organized by the academic unit sponsoring the experience. This orientation must follow the model established by the Office of Education Abroad and be facilitated by individuals approved as trainers by the Office of Education Abroad. The students should be encouraged to invite their parents to attend the orientation.
 - Participate in an in-country orientation. This should take place shortly after the students arrive at the site of the program and should include students, faculty and/or residents from the local community. The purpose of the program is to provide students with specific information about the site of the program, particularly information regarding safety and health issues.
 - Sign a “Contract for University of Oklahoma Students on Exchange Programs.” This contract, developed by the Office of Education Abroad, includes: a statement of responsibilities and conduct; authorization for the unit sponsoring the program to act on the student’s behalf with regards to fees or academic records; insurance verification; and a waiver of claims against the University of Oklahoma.
 - Have adequate medical insurance covering the entire time they are abroad. All participants in programs abroad should be required to have health insurance prior to departure. The adequacy of any insurance will be determined by the University at its discretion.
 - Participate in a post-travel re-entry program. This program should be modeled after the program used by the Office of Education Abroad.

2. In addition, students should be encouraged to:
 - Complete a voluntary medical form. While not mandatory, completion of this form is encouraged, especially if the student is currently receiving medical or psychological treatment. The form should be modeled after the form used by the Office of Education Abroad and should be completed after the student is accepted into the program. The information must be kept confidential and used only in a case of an emergency. It must be destroyed after the student completes the program.
 - Complete a post-travel evaluation. Students participating in an international program must be provided with an opportunity to evaluate the program in writing following their return to the United States.

3. All faculty and staff members who will be teaching, coordinating, and/or administrating instructional programs at international locations that involve students and are sponsored by the University of Oklahoma must participate in at least one pre-departure orientation and one post-travel re-entry program sponsored by Education Abroad & International Student Services (EA & ISS). The purpose of this participation is to train those who will be working with OU students going abroad to do their own pre-departure orientations and post-travel re-entry programs for students. Individuals who participate in these two activities will be approved by the Office of Education Abroad to serve as trainers in similar programs offered by their academic unit.

4. Every international exchange program must develop an emergency protocol modeled after the protocol developed by the Office of Education Abroad.