

Faculty Check List for Study Abroad

All of the materials listed must be turned in **at least 3 weeks prior to departure**. Please contact Yue Song, EXT 2457, or songy@nsuok.edu if you have any questions or concerns.

- Faculty Study Abroad Packet
- Course Approval Form
- Proof of Health Insurance
- Color copy of Passport
- Flight Itinerary
- All Student Study Abroad Packets
 - Copy of passports
 - Copy of health insurance
- Student Study Abroad Insurance has been paid for
- List of All Student Names enrolled in program
- Agenda of Trip
- Syllabus for class
- Contact Information Overseas