THINKING ABOUT LEADING AN INTERNATIONAL PROGRAM?

YES! I'M PLANNING TO OFFER ACADEMIC CREDIT TO ALL OR SOME OF MY STUDENTS.

**EDUCATION ABROAD & EXCHANGES (EA)**

12 MONTHS PRIOR  Meet with your department and EA (BEN.VOCKERY@UKY.EDU)

9 MONTHS PRIOR  Submit a program proposal to EA

7 MONTHS PRIOR  Build your program & budget with EA

6 MONTHS PRIOR  Promote your program

2 MONTHS PRIOR  Accept your student applicants

2 MONTHS PRIOR  Secure curriculum approval

DAY OF  Attend UK faculty trainings and complete program director application

DAY OF  Orient your students

DAY OF  Depart for your program

**INTERNATIONAL HEALTH, SAFETY & SECURITY (IHSS)**

9-12 MONTHS PRIOR  Meet with department

7 MONTHS PRIOR  Contact Jason Hope, Director of IHSS (IHSS@UKY.EDU)

6 MONTHS PRIOR  Register with IHSS

6 MONTHS PRIOR  Complete non-credit program review forms

2 MONTHS PRIOR  Complete budget costs on your own and relay to students

2 MONTHS PRIOR  Promote your international opportunity

DAY OF  Complete remainder of program director registration

DAY OF  Depart for your program

**Disclaimer:** This is not a complete checklist to develop an international program. You'll receive all required forms and fees from EA or IHSS. *Do not sign any contracts or spend money on program plans until approval from Jason.*

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This regulation establishes the policies and procedures for University students, University employees, and non-University individuals participating in international education travel experiences or clinical international programs explicitly endorsed by the University, whether credit-bearing or non-credit-bearing.

All participants in international education travel experiences explicitly endorsed by the University, and as defined by this regulation, shall successfully apply or register their international education travel experience with the University of Kentucky International Center (UKIC) and comply with all other requirements established by the regulation.
Both Education Abroad & Exchanges (EA) and International Health, Safety, & Security (IHSS) are eager to work with you to realize your program goals while following national best practices and ensuring compliance with university policy. Programs offering academic credit are supported by both EA and IHSS. Non-credit opportunities are supported by IHSS. Examples of services provided by each unit are listed below.

### Education Abroad & Exchanges (EA)

**Faculty & Staff**
- Dedicated faculty-directed program coordinator
- Established program development process
- Customized provider options
- Development of program webpage
- Management of student applications
- Program development travel grants
- Assistance with program promotion
- Online Faculty Toolkit

**Financial Management**
- Guidance developing a program budget
- Management of invoices, contracts/MOU's
- Management of overseas payments
- Management of all student billing
- Financial management workshops for faculty
- Declining balance procurement cards
- Comprehensive program budget reconciliation
- Travel reimbursement processing

**Student Advising**
- Advising center for walk-in traffic
- College-specific education abroad advisors
- In-person student advising by appointment
- Conduct and academic standing checks
- Collaboration with UK student support units

**Health, Safety & Security**
- Risk management guidance and review
- Travel medical insurance for all UK travelers (see IHSS)
- Automatic registration with U.S. Department of State STEP program
- Established crisis management protocol
- 24/7 emergency support and response
- Assistance with legal and institutional compliance
- Collaboration with other risk management support units

**Scholarships Awarded**
- Scholarship and budgeting advising
- EA scholarships offered every term
- Funding event each semester

### International Health, Safety, & Security (IHSS)

**International Medical Insurance & Evacuation Coverage**
- Covers all university travelers abroad, as well as their spouses and dependents
- Provides coverage for medical care, trip cancellation or interruption, and other issues
- Covers insurance and evacuation in a political or natural disaster
- Assist in facilitating payments to healthcare providers

**Non-Credit Student Group Travel**
- Tracks non-credit travel for student groups and individual students funded by UK
- Online orientation for non-credit students
- In-person orientations offered as requested by faculty program director
- Risk management guidance and review
- Automatic registration with U.S. Department of State STEP program
- Established crisis management protocol
- 24/7 emergency support and response
- Assistance with legal and institutional compliance
- Collaboration with other risk management support units