

**Suggested Study Abroad Program Checklist for  
Implementation of ACIS 7.1**

Name of Program: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

Program Director: \_\_\_\_\_

**I. Program Design**

- \_\_\_\_\_ program is appropriate to the mission of the institution
- \_\_\_\_\_ program is integrated into the curricula of the home institution
- \_\_\_\_\_ program coursework has been approved for academic credit
- \_\_\_\_\_ academic advising is provided
- \_\_\_\_\_ pre-departure and/or on-site orientation is provided
- \_\_\_\_\_ participants are told to register with U.S. embassy or consulate
- \_\_\_\_\_ procedures to develop a suitable emergency evacuation plan are in place
- \_\_\_\_\_ a program evaluation/assessment procedure has been established
- \_\_\_\_\_ a plan for periodic evaluation and assessment is established

**II. Information Provided to Participants**

- \_\_\_\_\_ relevant U.S. State Department information and advisories
- \_\_\_\_\_ relevant health and safety considerations
- \_\_\_\_\_ UW System Uniform Statement of Responsibility (then signed and returned to appropriate office )
- \_\_\_\_\_ information about medical, evacuation and repatriation insurance and student's requirement and responsibility to obtain
- \_\_\_\_\_ program requirements, participant responsibilities and code of conduct
- \_\_\_\_\_ estimated program costs and services provided
- \_\_\_\_\_ disclosure of any financial benefits to UW employees (available upon request)
- \_\_\_\_\_ when and where sponsor's responsibility ends (as per ACIS 7.1 A. 7)

**III. Financial Issues**

- \_\_\_\_\_ financial management consistent with Financial Policy and Procedure Paper 45
- \_\_\_\_\_ reserve/contingency funds available
- \_\_\_\_\_ compliance with state purchasing requirements