**BASIC INFORMATION**

**Program Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIS Course Designation**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How many credit hours will be awarded to students?:**\_\_\_\_\_\_\_\_\_\_\_ **In which term is this program running?:**

☐ Winter Break

☐ Spring Break

☐ Spring (May Abroad)

☐ May Term

☐ Summer I

☐ Summer II

**Faculty Leader Name(s) and Title(s)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Director Name and Title (if different from faculty listed above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Is this person traveling on the program?** ☐ Yes ☐No

**Faculty/staff member(s) STEP registration**

(STEP is a notification system through the U.S. Department of State that allows the U.S. Embassy in-country to locate and assist registrees in an emergency. The Office of Education Abroad will register students, faculty and staff before departure):

Please provide:

Name(s) as appear on passport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Optional: Passport number and expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Speedtype where program fees should be journaled:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department assistant or finance manager to be copied on journals:**

 **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has this course been through the University course approval process?** ☐ Yes ☐ No

**Students eligible to attend** (undergraduates/graduates/both)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Majors eligible to attend:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is there a foreign language requirement?:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are there any program pre-requisites?** If yes, please list:

|  |
| --- |
|   |

**How does this course count for students?** (Global and Cultural Diversity, Social Science, Core Major Curriculum, etc.):

|  |
| --- |
|   |

# TRAVEL ITINERARY

**Are students expected to purchase their own flight or is a Group Flight required of all participants?:**

|  |  |
| --- | --- |
| ☐   | Students have the flexibility to purchase own flights based on dates of the program (The Office of Education Abroad will ask students for their individual itineraries)  |
| ☐  | Group Flight is included in program fee (please attach flight itinerary to this Information Sheet)  |
|  |   |
|  |   |
|  ☐  | Other. Please elaborate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Program Location** (please list all cities and countries you will be visiting)**:**

|  |
| --- |
|   |

**When does the course begin in-country?** Do not count travel dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When does the course conclude in-country?** Do not count travel dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed program itinerary:**

|  |  |
| --- | --- |
| **Inclusive Date(s)**  | **City, Country**  |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |

**Accommodation Information** (please list hotel/hostel names, addresses, phone numbers, and website):

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| --- |
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# FINANCES

**Total Program Fee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Please indicate which of the following are included with the program fee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  | **INCLUDED in program fee**  | **NOT INCLUDED in program fee**  | **Notes:**  |
| Flight  | ☐  | ☐ |   |
| Housing  | ☐  | ☐ |   |
| Meals (Breakfasts, lunches, dinners? Some? All?)  | ☐  | ☐ |   |
| In-country transportation (Flight? Ground travel?  | ☐  | ☐ |   |
| Admission fees (museums, exhibits, etc)  | ☐  | ☐ |   |
| Excursions  | ☐  | ☐ |   |
| Lab/Field fee (if applicable)  | ☐  | ☐ |   |
| Other (please specify)  | ☐  | ☐ |   |

 ☐ Attach your Budget Worksheet to this form

# MARKETING

**Is this program advertised elsewhere on CWRU’s website?**

If so, please provide the URL, so that we may link to it:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Description.** Think: 2-3 paragraphs “selling” the program to students. Highlight visits to local businesses and museums; explain why the course is so important and its impact on the country you’re visiting. This will appear on our website. You can see examples by searching for other Spring Break/Winter Break/May Term programs on our website[: www.case.edu/studyabroad](http://www.case.edu/studyabroad)

|  |
| --- |
|   |

**\*\*Please attach any marketing materials that you will use to advertise your program.**

Pictures, testimonials, descriptive accounts of program outings will be incorporated into our website.

# APPROVALS

**Department Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature)

|  |  |
| --- | --- |
|  **Dean’s Office Approval:**(Signature)  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  | **APPLICATION INFORMATION**  |

If you would like to customize the application process for students, please contact us. We are happy to collect additional information from students or provide them additional learning/contractual materials that are applicable to your program.