



DREXEL UNIVERSITY

# Global Engagement

## Non-Credit Experience Abroad Approval Process

*The below steps are to help guide you through the Non-Credit Experience Abroad Approval Process*

### Planning

- Meet with Drexel Education Abroad to discuss program budget, logistics, the [Non-Credit Experience Abroad Approval Form](#) and process, and safety and security.
- If you are a Student Life organization, check with Student Life to ensure that you are following all of their protocols in addition to those of the Office of Global Engagement (OGE). If your organization is engaging in a service trip, you must travel through Drexel-approved organizations. A list of approved organizations is available from Student Life or OGE.
- Complete the Non-Credit Experience Abroad Approval Form with the required accompanying information.
- If you are traveling to a country designated as [high risk](#), complete the required material for the Drexel University Travel Risk Review Committee. Contact Drexel Education Abroad to learn more about the additional requirements.
- Submit the Non-Credit Experience Abroad Approval Form to your contact at Drexel Education Abroad with the required accompanying information.
- If applicable, send names of all participants to your contact at Drexel Education Abroad for registration.
- If applicable, market Non-Credit Experience Abroad, fundraise, and keep your contact at Drexel Education Abroad and sponsor organization updated on all new developments.
- If seeking additional funding from OGE, apply for [Global Engagement Funding](#) online following the instructions on the website of OGE.

### Pre-departure

- Work with your contact at Drexel Education Abroad and sponsor organization to develop and implement a Pre-departure Orientation (PDO).
- Complete all requirements as outlined by sponsor organization which may include but is not limited to:
  - Payment of all program fees
  - Entry Visa
  - [Vaccinations as outlined by the Center for Disease Control](#)
  - Roundtrip travel
  - All other requirements outlined by sponsor organization
- Consult with your doctor about required vaccinations and how to manage any medical conditions you may have.
- Complete all Non-Credit Experience Abroad Registration forms in the Drexel Education Abroad portal.
- Keep your contact at Drexel Education Abroad and sponsor organization updated on all new developments.
- For research related Non-Credit Experience Abroad, complete relevant IRB/[Export Control](#) requirements.

### Re-entry

- Set up a meeting with your contacts at Drexel Education Abroad and Student Life to debrief.
- Submit an article with photos about the trip to your contact at Drexel Education Abroad to be highlighted on the Office of Global Engagement website.

**Questions? Contact Drexel Education Abroad, [intltravreg@drexel.edu](mailto:intltravreg@drexel.edu)**