



DREXEL UNIVERSITY

Drexel Global

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 Global to discuss program logistics, the Non-Credit Experience Abroad Approval form, 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 specified by Drexel Global. If your organization is engaging in a service trip, you must travel through Drexel-approved organizations. Student Life or Drexel Global can assist with this.
- ☐ Complete the Non-Credit Experience Abroad Approval Form with the required accompanying information.
 - Remember that while Drexel Global does not oversee NCEA budgets, we do mandate the payment of student health, safety, security and insurance fees. These will be billed directly to each student based upon the number of travel days.
- ☐ If you are traveling to a country designated as [high risk](#), email global@drexel.edu to complete required materials for the Drexel University Travel Risk Review Committee. Contact Drexel Global to learn more about the additional requirements.
- ☐ Submit the Non-Credit Experience Abroad Approval Form to your contact at Drexel Global with the required accompanying information.
- ☐ Submit names of all participants to your contact at Drexel Global for registration.
- ☐ If applicable, market Non-Credit Experience Abroad, fundraise, and keep your contact at Drexel Global and sponsor organization updated on all new developments.

Pre-departure

- ☐ Work with your contact at Drexel Global 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 Global portal.
- ☐ Keep your contact at Drexel Global 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 Global and Student Life to debrief.
- ☐ Submit an article with photos about the trip to your contact at Drexel Global to be highlighted on the Drexel Global website.

Questions? Contact Drexel Global, Global@Drexel.edu