

## INTERNATIONAL EXPERIENCE PROCESS

*The below steps are to help guide you through the International Experience Approval Process*

### Planning

- Meet with Drexel Study Abroad to discuss program budget, logistics, the [International Experience Approval Form](#) and process, and safety and security.
- Complete the International Experience Approval Form with the required accompanying information.
- If you are traveling to a country with a [US State Department Travel Warning](#), complete the required material for the Drexel University Travel Warning Review Committee. Contact Drexel Study Abroad to learn more about the additional requirements.
- Submit the [International Experience Approval Form](#) to your contact at Drexel Study Abroad with the required accompanying information.
- If applicable, send names of all participants to your contact at Drexel Study Abroad for registration.
- If applicable, market international experiences, fundraise, and keep your contact at Drexel Study Abroad and Sponsor updated on all new developments.
- If seeking additional funding, submit the [International Experience Funding Application](#) with your International Experience Approval Form.

### Pre-departure

- Work with your contact at Drexel Study Abroad and Sponsor to develop and implement a Pre-departure Orientation (PDO).
- Complete all requirements as outlined by Sponsor 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
- Consult with your doctor about required vaccinations and how to manage any medical conditions you may have.
- Complete all International Experience Registration forms in the Drexel Study Abroad Portal.
- Keep the your contact at Drexel Study Abroad and Sponsor updated on all new developments.
- For research related International Experiences, complete relevant [IRB/Export Control](#) requirements.

### Re-entry

- Set up a meeting with the your contact at Drexel Study Abroad to debrief.
- Submit an article with photos about the trip to your contact at Drexel Study Abroad to be highlighted on the Office of International Programs website.