

BEST PRACTICES:

Many Districts provide a Field Trip Checklist to assist the student in completing the appropriate forms in the required timeframe. The required forms that need to be completed for the trip should be so marked to assist the student (and parent/spouse) in timely submission.

Having a Pre-Departure Orientation is an important component to a foreign study program. Orientations and orientation materials usually cover the following topics:

- Travel documents (passport, visa, International Student Identity Card, etc.)
- Travel arrangements (international transportation, etc.)
- Housing information (living arrangements, roommates, etc.)
- Health and safety issues (what to do, what not to do, health records/immunizations, prescriptions, insurance cards)
- Financial matters (payments schedules, financial aid, credit and bank cards use, etc.)
- Communication with family and friends (how to establish, email, phone cards, etc.)
- Host culture information (history, customs, laws, politics, currency exchange, substance abuse policy for country, U.S. Customs and Duties, etc.) -Knowledge of home culture (what others will see in your 'Americanness')

Other important information to discuss with students during a pre-trip orientation session should be appropriate seasonal clothing to bring for that particular country; climate of country; personal items that should be brought from home that may not be available in the country; foods that are specific to that country/region (to prevent allergic reactions or personal dislikes); time zones, etc.

If the college uses a “Travel Contractor/Service Provider” (TC-SP) to arrange for a foreign trip abroad, this TC/SP will handle the Orientation process and provide the above information to the participants.