

Faculty Checklist

Please provide the following to the International Center a minimum of three weeks prior to departure:

- Daily schedules, lodging details, and all group flight itineraries
- Your 24/7 phone and email contact information while abroad, including an emergency contact in the U.S.
- An electronic submission of the first page of your passport at <https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/> (expiration date at least six months after program ends)
- Signed copy of receipt of the Faculty Guidebook.

Additionally, you should plan to travel with the following:

- Valid passport
- Photocopy of first page of each participant's passport (provided by International Center)
- Valid visa (if required) www.state.gov
- Copies of provider contracts
- Required immunizations (if applicable) www.cdc.gov
- List of in-country contacts (including emergency assistance number and local police)
- U.S. Consulate or Embassy telephone, fax number and e-mail address (listed on emergency card provided by International Center)
- Participant list with full names, cell phones, and emergency contact information (provided by International Center)

Please remind students to obtain valid passports (expiration date at least six months after program ends) and valid visas, if applicable. Students must complete the following forms during the pre-departure orientation (online submission where indicated):

- Copy of first page of passport, submitted at <https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/>
- Signed copy of the “Assumption of Risk and Release of Liability Form,” including emergency contact information (completed at pre-departure meeting)
- Signed copy of the “Participant Short-Term Program Code of Conduct,” (completed at pre-departure meeting)