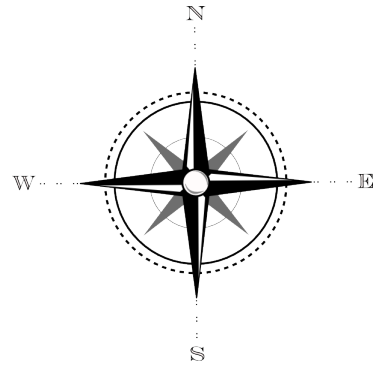


Short Term Faculty Led Checklist



Please submit all this information to the CIE
two weeks prior to leaving:

1. All **passport copies** for students and faculty members
2. **Health disclosure** forms and **Physician release** forms
3. **Emergency contact** information for all students and staff
4. **Itinerary** of program with hotel information
5. **Cell phone #'s** of faculty members

