VIRGINIA MILITARY INSTITUTE Lexington, Virginia

GENERAL ORDER) NUMBER 73)

2 April 2025

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While OGE will assist Program Directors in designing a marketing plan, Program Directors will assume the primary role of marketing the program.

- 3) <u>Participant Applications</u>: All applications will be submitted electronically using The Global Education registry.
 - a. VMI Study Abroad Program Agreement: Any student taking part in a VMI-sponsored credit-bearing program abroad must sign the VMI Study Abroad Agreement and Release, as well as the VMI Study Abroad Code of Conduct. This document details expected academic standards, as well as standards of conduct, and can be found in the student's application portal.

b.				
	complete an Emergency Information Form through			
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individual learning outcomes.

<u>Proposal Submission (3-6 months prior to program execution)</u>: The proposal form for all VMI-led trips abroad can be found on Etrieve. All international travel through VMI clubs, NCAA teams, ROTC, Chaplain, Band, or any other VMI office must receive prior approval by their respective VMI Senior Administrator and the Office of Global Education. Trips may not be advertised or publicized to cadets prior to approval.

- 1) <u>Cadet Applications</u>: All applications will be submitted electronically using The Global Education registry software.
 - a. <u>VMI Study Abroad Program Agreement</u>: Any cadet taking part in a VMI- sponsored program abroad must sign the VMI Study Abroad Agreement. This document details expected academic standards, as well as standards of conduct, and can be found in the student's application portal.
 - b. <u>Emergency Information Form</u>: All participating cadets and VMI personnel must complete an Emergency Information Form through The Global Education registry.
- 2) Pre-departure (~1 month prior to departure): OGE will ensure completion of predeparture briefings covering practical information for daily life, legal, safety and security issues, health information, emergency contacts, and academics for all international travel involving cadets. In addition to the briefing provided by the OGE, additional orientations covering logistics and thematic content specific to each program will be conducted by the Trip Leader. Topics covered should include (as applicable):
 - a. General health and safety risks associated with studying abroad
 - b. Maintaining safety and wellness (including mental health) while abroad
 - c. Expectations for student conduct, including academic obligations

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3)	Registration in the Smart Traveler Enrollment Program: \$\mathbb{C}\text{h}\text{OR}(\mathbb{R}) \alpha \mathbb{C}\text{th}\text{O} \text{Registration} \text{Ord Program} \text{Program} \text{Cont} \text{Ord Program}
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must inform their respective VMI Senior Administrator of any specific health, security, or cadet behavior incidents through normal reporting channels. VMI OGE will assist with any specific international considerations. Trip Leaders must arrange escorted travel for cadets to and from designated airports upon initial