Info Sheet
Departmental Programs Abroad

Any UMSL student participating in an academic program abroad under the direction and supervision of an UMSL department is considered an UMSL student during the time they are abroad. Therefore, all UMSL students should be registered at UMSL for the period they are abroad and follow the UM System requirements for documentation and insurance coverage. This ensures the student participant has the full rights and responsibilities of a UMSL student, and protects the university from potential liability.

Departmental and Program Director Responsibilities

The department sponsoring the program will remain the primary contact and coordinating office for all aspects of the program. The Department Chair will provide the dissemination of information regarding the UM System policies on participant documentation and insurance to the Program Director, whose responsibility it is to obtain and forward all required materials from each participant to the ISP-Study Abroad Office by the deadline each semester.

The Program Director and/or Department will be responsible for the following:
- Development and securing of all program logistics; overseeing all aspects of program and ensuring they meet all safety and academic regulations of the UM System
- Advise students of all the required materials to be completed
- Collect all required documents listed on the Student Checklist Form from each student participating and forward them together to the ISP-Study Abroad Office by the deadline. All forms must be completed and the Departmental Student Data Form must be signed by the Program Director.

Materials to be sent to ISP Study Abroad (261 MSC):
- Departmental Student Data Form
- Risk & Release Form
- Proof of HTH Insurance enrollment (print-off of coverage/card)
- A Program Description outlining Program Director’s name, department, dates, location, student roster, and details of program.

Deadline for Materials:
- Materials for all participating students need to be submitted together at one time by April 15 for Summer and Fall Programs, and by November 15 for Winter Intersession and Spring Programs.

Study Abroad Responsibilities

International Studies & Programs will retain supplemental student files, including the Student Data Form, Risk and Release, and Proof of Insurance to comply with UM System policies. ISP will verify enrollment in HTH insurance and assist with questions about MEDEX as well as make available a general pre-departure orientation and orientation packets (online). These orientations provide valuable health and safety information.