Dear IAP Faculty/Staff Leader:

You are receiving this packet of information because, as I understand, you will soon either travel abroad with a group of students or help arrange for students to participate in an *international academic project* (IAP).

**What is an IAP?**

Participants in international academic projects are engaged in independent study, research, or a conference that will be partially or wholly completed outside of the United States and is not part of a formal GT study abroad program.

There are two basic models of IAPs:

- **Non-credit**: students who will go abroad with or without a faculty leader for academic enrichment, such as a conference or workshop.
- **For credit**: students who will register for regular GT research hours, independent study, or thesis hours, and may or may not be accompanied by a GT faculty member while abroad.
  - Credits would be determined by the faculty member overseeing the project.
  - Courses would be regular GT courses, and students would pay their regular tuition rate for the course(s).

*Please note that if faculty members are leading a group of GT students abroad and are offering academic courses for credit or an international practicum/international portion of an Atlanta campus course, this must be approved by the GT Study Abroad Committee through GT’s official study abroad proposal process. Please see information for Faculty-led Programs: [http://www.oie.gatech.edu/fac/program_directors/pdinfo.php](http://www.oie.gatech.edu/fac/program_directors/pdinfo.php) or contact Lorie Páulez, Director of Education Abroad, for more information: lorie.pauldez@oie.gatech.edu*

**Traveling Abroad with a student group:**

The document, *Excerpts from Study Abroad Program Manual* provides a summary of some of the items to be aware of while planning an IAP. Some of the information gives reference to items that may not be included in this excerpt. If you would like to receive a full copy of the Manual, please visit: [http://www.oie.gatech.edu/fac/program_directors/pdinfo.php](http://www.oie.gatech.edu/fac/program_directors/pdinfo.php)

OIE offers trainings to faculty leading students abroad on GT Study Abroad Committee-approved programs. Faculty arranging IAPs are welcome to attend. For more information visit: [http://www.oie.gatech.edu/fac/program_directors/pdinfo.php#3](http://www.oie.gatech.edu/fac/program_directors/pdinfo.php#3)

**ACTION ITEMS:** Please email me (abby.rowell@oie.gatech.edu) with the following:

1. Names and GT IDs of all participants
2. Emergency contact information for the group in the event that we need to contact you (e.g.: where the group is staying, travel dates, how to reach the person in charge, etc.)

**What do students need to do?**

Students must complete and submit the following documents to OIE prior to leaving for their IAP:

1) Study Abroad Participant Profile
2) Assumption of Risk and Release Form

These forms can be found on-line at: [http://www.oie.gatech.edu/sa/programs/otheroppsabroad.php](http://www.oie.gatech.edu/sa/programs/otheroppsabroad.php) or obtained from the Office of International Education. Included in the IAP Student Packet are materials that
have been gathered to help prepare students for their overseas experience. Students should thoroughly read through these materials and contact me if they have additional questions.

Financial Aid
Students who are receiving academic or research credit hours during their time abroad may be eligible for additional financial aid. Please note that students on IAPs who have been approved for credit by their department will register for regular Atlanta-campus course(s) and pay their regular GT tuition for the credits. The term before the IAP occurs, a budget for the program expenses must be provided to the Office of International Education by the faculty/staff member overseeing the project. The Office of International Education will liaise with the Financial Aid department to update the student’s budget for the semester.

Insurance: It is highly recommended that all students and faculty/staff apply for international insurance coverage. Information on insurance can be found in the IAP Student Packet link above.

Should you have any questions or concerns about the enclosed documents or about other matters related to your international academic project, please do not hesitate to contact the Office of International Education so that I or someone else on our staff may try to assist you:

Phone: 404-894-7475
E-mail: abby.rowell@oie.gatech.edu

Sincerely,

Abby Rowell
Study Abroad Coordinator
Contact for International Academic Projects (IAPs)