



State University of New York College of
Environmental Science and Forestry

Short-Term International Academic Program Approval Renewal Form

Please submit the completed *Approval Renewal Form* to the Office of International Education after obtaining the signatures of your Department Chairperson. OIE will be responsible for acquiring the final signatures. Please type information directly into the form. **Important:** If this course is for a summer session, please submit this form first before completing a course proposal form with ESF Open Academy.

Program: _____
Course Number and Title

Program Leader(s): _____

Program Type: Summer Winterim Semester Component

Other: _____
Please describe.

Enrollment Term: Fall Spring Summer

Travel Dates: _____ to _____
Depart to U.S. Re-Enter the U.S.

Program Location(s): _____
City, Country City, Country City, Country

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Does Travel Require a Visa for US citizens? No Yes

Please access Travel.State.Gov to determine if an entry visa is required. *Please note that requirements will differ for students who hold passports from countries other than the US. Be sure to consult with OIE regarding how best to assist these students.*

Which level Travel Advisory has the Department of State issued for your program location(s)?

Please review the travel advisories on the U.S. Department of State website to determine if there are conditions that pose imminent risks to the security of travelers traveling to your program location(s).

Travel Advisories

There is a Travel Advisory of:	Level 1	Level 2
	Level 3	Level 4

for the program location(s) of _____

It indicates: _____

Has the Center for Disease Control issued any immunization recommendations, requirements, or alerts for your program location(s)?

Please access the [Center for Disease Control's website](#) to obtain health and immunization information for your program location(s).

No Yes. If yes,

Required: _____

Recommended: _____

Alerts: _____

Will you provide a group flight?

No Yes. If yes, indicate who will accompany students:

Please attach:

- Copy of updated Syllabus and Tentative itinerary
- Copy of updated Emergency Action Plan
- Copy of updated Technology & Communication Plan
- Copy of updated Program Fee Worksheet

Please note any other changes to the program from previous years:

Please note any physical requirements for participation in the program (eg swimming, hiking, etc).

Are there alternate activities that students can participate in if they do not meet all physical requirements?

Please note that you will still be required to complete the following after program approval:

- Updated Course Syllabus
- Participant Information Spreadsheet
- Program Arrangements and Detailed Itinerary
- Faculty Led-Program Required Training

Approval Notes:

The above noted proposed international course and budget has been approved for:

_____ Semester & Year

Department Chair: _____
Print Name Signature Date

Please submit this form to OIE, 9 Old Greenhouse to review before final signatures.

Director of International Education:

_____ Signature Date
Print Name

Associate Provost and Dean of the Graduate School:

_____ Signature Date
Print Name