Sample Time Line for Summer 2020 program:

- **Spring 2018**: Initiate Proposal Process with Dept., College, OIE, and on-site provider
- **Summer 2018**: Conduct site visits, additional research for location, etc. in order to finalize program proposal
- **Summer/Fall 2018**: Submit proposal, obtain approval for program
- **Spring 2019**: Work with OIE to create a promotional plan, start advertisements, and open application
- **Summer 2019**: Continue with promotion, application collection, and start application reviews
- **Fall 2019**: Select applicants and confirm participants
  - **Late November/Early December Confirmation Deadline**
- **Fall/Winter 2019**: Make final arrangements with logistics providers
  - **Finalize enrollment numbers and confirm with logistic providers**
- **Winter/Spring 2020**: Start collecting program fee payments and undergo pre-departure orientation programs
  - Most program fees will be broken down into installment payments, with first payments being due in January
- **Spring 2020**: Secure logistics and submit payments to providers
  - **January/February**: Start Travel approval process with Travel Office
  - **March/April**: Secure Airfare for group, finalize payments to on-site providers
  - **April**: OIE Mandatory Pre-Departure Orientation
- **Summer 2020**: Program Commences
- **Summer 2020/Early Fall 2020**: Upon return, submit Travel Expense Report with your Dept. and/or OIE, and submit program review