PLAN A PROGRAM WITH US
CIEE PROGRAM TIMELINE GUIDE
12 – 18 Months Prior

1 CONNECT & SHARE YOUR VISION
Connect with your study abroad office or your department’s study abroad coordinator to confirm your institution’s process for program approval. Once you’re clear on the requirements, share your program vision by completing the CIEE Program Development Questionnaire and returning it to a member of our team.

6 – 10 Months Prior

2 DEVELOP & COMMIT Based on the information in your questionnaire we’ll draft a program proposal that meets your curricular and budgetary needs. CIEE will then draft a Memorandum of Understanding (MOU) incorporating expectations for all parties. In most cases, your study abroad office will facilitate the signing of this document which must be done at least 6 months before the program begins.

6 Months Prior

3 SPREAD THE WORD! Once your MOU is signed, it’s time to start spreading the word! From our experience, faculty who play a big role in student recruitment are most successful. Our CIEE Recruitment Toolkit contains everything you need to launch a successful recruiting campaign.

3 – 5 Months Prior

4 FINE TUNE Fine tune your itinerary. Work closely with CIEE onsite staff to ensure every detail of your program has been addressed to your satisfaction.

2 – 4 Months Prior

5 DOCUMENTS DUE Submit program participant list to CIEE 2.5 months before your program begins (4 months for Cuba and Russia), signed participant and faculty agreements, and medical forms. Hint: Working with a central coordinator in your department or your study abroad office on campus is key to staying organized.

1 Month Prior

6 PREPARE You and your group will take part in our Online Predeparture Orientation (OPDO) covering what to expect when you arrive, what to pack, currency exchange info, cultural considerations/norms of the location, safety and security basics, and more. You’ll also conference call with the CIEE onsite director at your destination to go over the program itinerary and confirm all program details.

7 PROGRAM BEGINS! CIEE staff will welcome you onsite at the airport and provide an orientation for you and your students to help you get acquainted with our building, the surrounding area, key safety and security tips, and cultural considerations. A CIEE program assistant will accompany you on CIEE-coordinated activities to ensure everything runs smoothly and provide 24/7 emergency support.

CIEE TIMELINE FOR FACULTY-LED & CUSTOM PROGRAMS

We’re excited to learn of your interest in creating a faculty-led program with CIEE! The following timeline outlines our time-tested process for creating successful faculty-led programs abroad. While plenty of high-quality programs have been developed in shorter time frames, in our experience, 12 – 18 months is ideal! Regardless of when you get the ball rolling, rest assured, our experienced staff is on-call and ready to help every step of the way to make your program an unforgettable academic adventure!