**Address:** Morris Hall 002 (Lower Level)

Minnesota State University

Mankato, MN 56001

**Tel**: (507) 389-1341

**Fax:** (507) 389-1314

**Email: ipo@mnsu.edu**

**Website**[**:** http://www.mnsu.edu/studyabroad/](http://www.mnsu.edu/studyabroad/)

**Destination Description**

*(****Submit to CEAA one month prior to date of departure****)*

Name of Program: Click or tap here to enter text.

Location: Click or tap here to enter text.

Program Dates: Click or tap here to enter text.

Program Term and Year: Click or tap here to enter text.

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| **Country Specific Information** | |
| Current U.S. State Department Worldwide Cautions | [http://travel.state.gov/content/passports/english/alertswarnings/worldwide- caution.html](http://travel.state.gov/content/passports/english/alertswarnings/worldwide-caution.html) |
| Centers for Disease Control (CDC) Traveler’s Health | <http://wwwnc.cdc.gov/travel> |
| Emergency Phone Numbers in [country] Click or tap here to enter text. | Police: Click or tap here to enter text.  Fire: Click or tap here to enter text.  Ambulance: Click or tap here to enter text. |
| United States Embassy / Consulate in [country]  Click or tap here to enter text. | U.S. Embassy Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Telephone dialing from U.S.: Click or tap here to enter text.  011- Click or tap here to enter text.  After hours telephone number: Click or tap here to enter text.  Website: Click or tap here to enter text. |
| **Minnesota State University – Mankato Faculty and Staff, and Outside Program Provider Contact Information** | |
| **Contact for Faculty/Staff (Leader 1)** | Leader 1 NAME: Click or tap here to enter text.  U.S. Address (If MNSU faculty): Click or tap here to enter text.  U.S. Telephone (If MNSU faculty): Click or tap here to enter text.  Email: Click or tap here to enter text.  **Contact Information While Abroad or Away**  Abroad or Away Address (primary): Click or tap here to enter text.  Leader personal cell phone:Click or tap here to enter text.  Dialing from United States 011+ Click or tap here to enter text.  Leader cell phone you will use abroad or away (only if you intend to use a different phone than your personal cell phone):Click or tap here to enter text.  Dialing from United States 011+Click or tap here to enter text.  Abroad or Away Email (if different from email above):  Click or tap here to enter text. |

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| **Contact for Faculty/Staff (Leader 2)**  (Fill out if you have a second leader) | Leader 2 NAME: Click or tap here to enter text.  U.S. Address (If MNSU faculty):  Click or tap here to enter text.  U.S. Telephone (If MNSU faculty): Click or tap here to enter text.  Email: Click or tap here to enter text.  **Contact Information While Abroad or Away**  Abroad or Away Address (primary): Click or tap here to enter text.  Leader personal cell phone: Click or tap here to enter text.  Dialing from United States 011+ Click or tap here to enter text.  Leader cell phone you will use abroad or away (only if you intend to use a different phone than your personal cell phone):Click or tap here to enter text.    Dialing from United States 011+Click or tap here to enter text.  Abroad or Away Email (if different from email above):Click or tap here to enter text. |
| **Program Provider Contact (if applicable)** | Program Provider (Org): Click or tap here to enter text.  Program Provider U.S. Contact NAME: Click or tap here to enter text.  U.S. Address (office): Click or tap here to enter text.  U.S. Telephone (Direct): Click or tap here to enter text.  Email:Click or tap here to enter text.  **While Abroad or Away**  Primary On-Site Provider Contact NAME:Click or tap here to enter text.  On-site address: Click or tap here to enter text.  Provider contact personal cell phone:Click or tap here to enter text.  Dialing from United States: 011+Click or tap here to enter text.  Provider Contact email:Click or tap here to enter text.  ------------------------------------------------  Secondary (if applicable) On-Site Provider Contact NAME:  Click or tap here to enter text.  On-site address: Click or tap here to enter text.  Provider contact personal cell phone:Click or tap here to enter text.  Dialing from United States: 011+Click or tap here to enter text.  Provider Contact email:Click or tap here to enter text. |

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| ***Location* Specific Information (to be completed by Program Leader AND/OR Program Provider)** | |
| **Abroad or Away Accommodations (Hotels, Hostels, etc.)**  *Contact information* ***MUST*** *be included for ALL overnight stays.* | **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text.  **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text.  **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text.  **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text.  **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text.  **Name of Accommodation**: **Click or tap here to enter text.**  Arrival and departure dates: Click or tap here to enter text.  Address: Click or tap here to enter text.  Telephone dialing in country: Click or tap here to enter text.  Dialing from United States: 011+ Click or tap here to enter text.  Website: Click or tap here to enter text. |
| Medical Help: | For 24/7 Medical Assistance (including evacuation), contact GeoBlue:  Outside U.S.: **+01 610.254.8771**  Inside U.S.: **610.254.8771** |
| STEP Program for all students (AND LEADERS) | Registration into the STEP program allows for the U.S. Embassy to contact  American Citizens /U.S. nationals abroad in case of an emergency. Minnesota State University, Mankato will register all students participating in a MNSU faculty-led program in the STEP program[. https://step.state.gov/step/](https://step.state.gov/step/) |
| ***Minnesota State University, Mankato Emergency Protocol*** | |
| In the event of an emergency, please contact the MNSU Center for Education Abroad and Away Office. During office hours (M-F 8:00 am-4:30 pm CST), call 01-507-389-1341 and request to speak to Nancy O’Brien. If you need to reach the office after hours, please call University Security: 01-507-389-2111. | |



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