**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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