

Program Brochure Requirements

The program brochure is an important marketing tool that you will use to share information about your program. Program Brochures are connected to the online application system, Terra Dotta. In order to create a program brochure, please send the following information as a word document to osa@tulane.edu by September 14th.

If you already have a program brochure in our system, use the guide below to review its contents and make any updates. Please send these updates to osa@tulane.edu by September 14th.

Item	Description
Program Name	The name of the program should make clear what the program is about in a very succinct and catchy way. Examples: Migration, Race and Identity in the Dominican Republic; Food Security and Resilience in Italy.
Program Dates	
Eligibility Requirements	<ul style="list-style-type: none"> - GPA - Course prerequisites - Recommended prerequisites
Program Description	A brief description of the program and program location of approximately 250-300 words. The program description should sell students on the place and the content of the program! Answer the question, <i>Why should I study on this program?</i>
Courses	<ul style="list-style-type: none"> - Course list - Course descriptions - Include information on experiential learning in descriptions (visits to what places? Field trips out of the city? Volunteer opportunities?) - Faculty information: link to bios on department webpage
Housing	<ul style="list-style-type: none"> - Homestay, dorm, apartment? - Location of housing - Shared rooms? Independent living? - Are meals included? - Wifi access?
Price	<p>Price</p> <ul style="list-style-type: none"> - Total price* - What's included? - What's not included? <p>Example:</p> <p>Included: Tuition, University & transcript fees, Accommodation, Opening & closing dinner, Class field trips, Weekend field trip, Pick up at airport, Comprehensive medical & emergency insurance</p> <p>Not Included: Airfare, Passport & visa fees, Telephone calls (send/receive), Meals not specified, Transportation other than specified, Personal Travel, Course books & materials</p> <p>*Actual price may be determined later than 9/14 and can be sent at a later date.</p>
Contact Information	Who should students contact for advising and more information?

Mandatory Universal Language Provided by the Office of Study Abroad Please contact osa@tulane.edu for any changes	
Accommodation Statement	
Payment Statement	
Cancellation Policy	
Registration Process	
Scheduling Process	
Passport and Visa Information	
Insurance Information	
Optional	
Visuals	Include photos or videos that can be embedded into the site