Study Abroad Field Trip Registration Process: What to Expect
Step 1: Online Field Trip Program
Registration: Click “Apply Now”

Texas A&M University Study Abroad Programs Office
Field Trip Program Registration and Online Training

The following registration process is to provide an online portal for field trip leaders to register their planned international travel with the Study Abroad Programs Office.

An international field trip is defined as a short program conducted by Texas A&M University faculty/staff/student leader(s) who are accompanied by a group of students (graduate/undergraduate). Field trips can be credit or non-credit-bearing, yet if they do have a course requirement as part of it, more than half of the course must be taught on campus to be considered a field trip course.

Once initial registration is made by the field trip leader, access to important and required training materials will be provided. These resources are used to fully prepare field leaders and student leaders in the event of an emergency or critical incident while abroad. All faculty, staff, and student leaders taking students on programs internationally should complete the training elements.

For more information or if you have questions, please contact the Study Abroad Programs Office at 979-845-0544.
Step 2: Security ID – Select “Yes” to being a Texas A&M user
Step 3: Net ID Login

Enter Your NetID and Password

Please Log In!

Current Users

NetID:

Password:

Log In

New User?

Activate Your NetID

You have requested access to a site that requires Texas A&M NetID authentication.

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

For additional information please see: [http://his.tamu.edu/HomeIT_Policy.php](http://his.tamu.edu/HomeIT_Policy.php)

For security reasons, quit your web browser when you are finished accessing services that require authentication. If you have any problems with activation or logging in with your NetID, please contact the Help Desk Central at 979.845.8300.
Step 4: Program Description - Complete all items fully

Here you will begin the application or registration process for your potential international travel. To begin:

1. Select a term from the available list below.
2. Depending on your type of international experience, the application process will then either direct you to click the “Apply” button to proceed to the program application or you should proceed to the next steps (#3-5).
3. Select a location. Note: These locations are pre-populated with the locations where Aggies have previously traveled. If you do not see your destination in the list, please contact plombardi@tamu.edu to have it added before you proceed further.
4. Add your Departure and Return dates.
5. Click the “Apply” button when these steps are finished. Note: This database uses this standard terminology to refer to the process of both registering international travel abroad and applying for a study abroad program.

Available Terms

- Spring, 2011
- Winter Break, 2011
- Spring Break, 2011
- Maymester, 2011
- Summer 1, 2011
- Summer 2, 2011

Program Information:
Location(s):

You can select multiple locations from the Available list box by holding down the Ctrl key on the keyboard and selecting multiple items.

NOTE: If your destination(s) does not appear in this list, please contact plombardi@tamu.edu, ltaufmer@tamu.edu, or studyabroad@tamu.edu regarding this application.

Dates:

<table>
<thead>
<tr>
<th>Departure:</th>
<th>(Format: MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return:</td>
<td>(Format: MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

< Cancel -  - Reset -  - Apply >
**Step 5: Complete Online Application Documents**

**Program Application Page (Application Phase)**

This page shows current and required elements of your application in the application phase. Unless otherwise indicated, you should assume that all items listed are required for your application to be considered complete in order for it to be reviewed.

**Note:** Your application is considered COMPLETE when all the application items have been checked off or marked as "Received".

### Program: Field Trip Registration

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Fall, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline</td>
<td>Nov 15, 2011</td>
</tr>
</tbody>
</table>

### Required Online Application Document(s)

- **Title:** Field Trip Registration

### Required Document(s)

- **Title:** Completed Foreign Travel Request Form - TAHM Employee Only

### Required Signature Documents

- **Title:** Field Trip Checklist and Pre-Departure Considerations

### Required Orientation Information

- **Title:** Emergency and Medical Resources
Complete the Field Trip – Course Requirements

If yes please provide the Name of the course (Example: LBAR 291) in the box provided
Complete the Field Trip Program Information Form

Field Trip Program Information Form

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Field Trip Registration</td>
</tr>
<tr>
<td>Term of Study:</td>
<td>Fall, 2011</td>
</tr>
</tbody>
</table>

WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

1. Name of Field Trip (*)

4000 characters left

2. Primary Field Trip Leader's Name (*)

Please list the name, e-mail address, phone number for the primary field trip leader. If primary leader is a faculty/staff member, please also list name of department, department phone, and campus mailstop.

4000 characters left

3. Secondary Field Trip Leader's Name
Checklist and Pre-Departure Considerations for International Field Trip Leaders

**Section I: Checklist for Study Abroad Programs Office**

Below are the chronological steps that a Field Trip Leader should follow before conducting an international field trip. The Study Abroad Programs Office (SAPO) Field Trip Advisor will assist you in this process.

<table>
<thead>
<tr>
<th>6 months - 1 year prior to departure</th>
<th>3 - 6 months prior to departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Begun Field Trip Registration in the Aggies Abroad Portal</td>
<td>☐ Complete the Field Trip Approval Form to request approval of your field trip. For questions regarding the form and approval process, contact the Office of the Provost and Executive Vice President for Academics at (979) 845-4018. Submit a copy of this form to the Director of the Study Abroad Programs Office. <strong>Please note that this form will be provided as part of the registration process.</strong></td>
</tr>
<tr>
<td>☐ Complete the Application Phase of the Online Field Trip Registration that includes some of the following:</td>
<td>☐ Once the SAPO Field Trip Advisor receives all completed items in the Application Phase of the Field Trip Registration, s/he will establish the field trip in the Study Abroad Programs Office’s Aggies Abroad online system, and send registration instructions for students. You must forward these instructions to all field trip participants. Participants must complete the registration process by the date indicated by the SAPO Field Trip Advisor in order to allow ample time for insurance enrollment.</td>
</tr>
<tr>
<td>☐ Field Trip Name, Dates, Leader(s)</td>
<td>☐ The SAPO Field Trip Advisor will provide you with the registration deadline.</td>
</tr>
<tr>
<td>☐ List of Participants</td>
<td>☐ The SAPO Field Trip Advisor will change the Field Trip Registration application to “Approved” once all items are completed.</td>
</tr>
<tr>
<td>☐ Acknowledgement Forms</td>
<td>☐ SAPO Field Trip Advisor will facilitate the CISI insurance enrollment. S/he will send an electronic version of each participant’s CISI insurance card once available.</td>
</tr>
<tr>
<td>☐ Funding and financial aid resources for students</td>
<td>☐ Payment of $45 Field Trip Fee (one option will apply)</td>
</tr>
<tr>
<td>☐ University Rules and Standard Administrative Procedures</td>
<td>☐ If the department coordinating the field trip will be paying the $45 fee on behalf of the participants, the SAPO Field Trip Advisor will send an invoice for the total amount owed along with a payment deadline and instructions.</td>
</tr>
<tr>
<td>☐ On-Site Emergency Form</td>
<td>☐ If the student participants will be responsible for paying the $45 field trip fee, the SAPO Field Trip Leader will post the fee to their individual TAMU fiscal accounts. Remind them that they must pay this.</td>
</tr>
<tr>
<td>☐ Pre-Departure Training Information for Field Trip Leader(s)</td>
<td>☐ If the student organization coordinating the field trip will be paying the $45 field trip fee on behalf of the members, SAPO Field Trip Advisor will send an invoice for the total amount owed along with a payment deadline and instructions.</td>
</tr>
<tr>
<td>☐ CISI Enrollment Info for Field Trip Leader(s)</td>
<td></td>
</tr>
<tr>
<td>☐ Bacterial Meningitis Vaccination (Only for groups staying at Texas A&amp;M Overseas Centers – see next page “Health and Medical Considerations” for more information.)</td>
<td></td>
</tr>
</tbody>
</table>

**Section II: Pre-Departure Considerations**

*SAPO Field Trip Advisor will send an exit packet to include:*  
- CISI insurance card for each participant  
- A copy of each participant’s Medical Consent and medical information  
- Emergency contact information for each participant  
- Additional resources and reference materials
Download the Field Trip – Approval Form

• Required of ALL Field Trips

Field Trip Approval Form
(Field Trip Registration, Fall, 2011)

The Texas A&M University Request for Approval of Field Trip Form is required of all field trips as noted in http://rules-saps.tamu.edu/PDFs/26.01.01.M0.01.pdf

Please click the link below to open and print the form.
http://finance.tamu.edu/sbs/tuition/forms/Trip-Request-Form.pdf

NOTE: Once completed and approved by head of the department or organization coordinating the field trip, the form must be then routed to the Texas A&M Study Abroad Programs Office (Mailstop 3262 or drop off at 1st floor, Bizzell Hall West), attention Dr. Jane Flaherty.

Click print, and send this page to the following address:

Texas A&M University
Study Abroad Programs Office
1st Floor Bizzell Hall West
College Station, TX 77843-3262
Study Abroad Field Trip Fee Acknowledgement

The $45 per student field trip fee is designed to cover the cost of the services listed below, including the purchase of CISI medical insurance. This fee is approved by Texas A&M University and is collected by the Study Abroad Programs Office. It can be billed directly to each student’s University account or the department/organization coordinating the trip.

1. **Online Registration.** According to Texas A&M University Standard Administrative Procedure 13.04.99.M1.01, students traveling internationally on a Texas A&M-organized activity or educational opportunity are asked to register with the Study Abroad Programs Office. The Study Abroad Field Trip Advisor will post the field trip/student group abroad on the Study Abroad’s Aggies Abroad online registration system, and will provide the Field Trip Leader with registration instructions to forward to his/her participants. Ideally, participants should be registered in the Aggies Abroad system at least two (2) months prior to departure in order to allow for insurance enrollment.

Field Trip Leaders will be given access to the registration system to keep track of which participants have and have not registered. The Study Abroad Field Trip Advisor will also keep track of students’ registration and will send registration reminders as needed.

2. **Purchase CISI Medical Insurance for Participants.** The Study Abroad Field Trip Advisor will enroll all participants, including the Field Trip Leader(s), in CISI medical insurance approximately one month prior to departure. Group leaders will be provided with hard copies of each participant’s insurance card prior to departure. Electronic copies can be obtained by request.

3. **Emergency Contacts.** Emergency contact information will be collected from each student in the online registration system, which can be accessed by the Critical Incident Response Team (CIRT). Additionally, a roster of participants’ emergency contact information will be provided to the Field Trip Leader(s) prior to departure.

4. **Students’ Medical Information.** Each student will be required to complete and submit a medical consent and summary of medical information as part of their online registration. The Field Trip Leader will be provided with a summary of this information prior to departure.

5. **General Pre-Departure Orientation.** Each student participating in an international program abroad is required to complete a general online pre-departure orientation.

6. **Pre-Departure Online Training for Field Trip Leaders.** Leaders are required to complete a health and safety training prior to leading a group of students abroad.

7. **24/7 Emergency Assistance from the Study Abroad Office.** The Study Abroad Programs Office serves as a central point of contact in case of an emergency while your group is abroad. More information is provided in the Online Training for Field Trip/Student Group Leaders.

8. **Monitor U.S. Department of State Announcements.** Study Abroad Programs will notify Student Field Trip Leaders of U.S. Department of State public announcements, travel alerts and warnings.

*NOTE: INDIVIDUALS NOT RESPONSIBLE FOR PAYING $45 FIELD TRIP FEE:*

Individuals serving a group abroad in one of the following capacities will not be charged the $45 field trip fee:

- **Field Trip Leader(s).** Texas A&M University faculty/staff serving as the primary or assistant leaders for a student group traveling abroad.
- **Student Leader(s).** Texas A&M University students (graduate/undergraduate) who will assume a higher level of responsibility for the group while abroad. Student Leaders accompanying a faculty/staff leader must be designated by the Field Trip Leader.

*NOTE: All leaders and participants will be enrolled in CISI medical insurance for the duration of the trip. However, the cost of the leaders’ insurance will be covered by the total amount of fees collected from charging student participants.*

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I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

**Student Name:**

**Date:** 09/08/2011

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[CLICK HERE TO SIGN DIGITALLY]
Financial Aid Instructions for International Field Trips

Funding Information for Leaders to Provide Students
(Registration, Spring, 2012)

Financial Aid Request Form Template & Instructions for Students

Students participating in an international field trip or student group abroad program are generally not eligible for scholarships, including the two coordinated by the Study Abroad Programs Office, because they are not receiving academic credit for their experience abroad. However, in some instances, students may be eligible to use federal/state financial aid to defer the cost of the trip and/or the $45 field trip fee.

For example, if you are leading an international field trip during the Fall semester and that is part of a course that you are teaching on-campus during the Fall semester, your students may be able to use their existing financial aid or receive additional financial support to help reduce the cost of participating on the trip.

In order for your students to be eligible to receive financial aid, please:

- Fill out the Financial Aid Request Form with the information for your field trip: [Financial Aid Request Form_Students.pdf]
- Provide this form along with the [Financial Aid Instructions for International Field Trips.docx] to your students so that they know how to proceed. If students do not require the need to use financial aid for your trip, then no need to provide this to them. We just provide this as a resource to all field trip leaders as needed.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Student Name:
Date: 08/25/2011

[CLICK HERE TO SIGN DIGITALLY]
CISI Enrollment Information

Online Application Document

Please carefully review all fields before making any submission. You can also save this online form and submit it at a later time.

CISI Enrollment Information - Field Trip Leaders

Applicant Name: 
Program: Field Trip Registration
Term of Study: Fall, 2011

Are you a faculty or staff leader?
☐ Yes ☐ No

WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

CISI Enrollment Information - Field Trip Leaders:

Instructions:
The following information will need to be completed for each faculty/staff leader accompanying the group of field trip student participants. This information will be used to enroll you in CISI insurance along with the the student participants. Please note that the cost incurred for enrolling field trip leaders in CISI is covered by the $48 field trip fee.

(*) indicates the question is required.

1. CISI Enrollment Information (*)
For each field trip leader who is to be enrolled in the CISI medical insurance, please provide the following:
- Leader's title (Mr., Mrs., Ms., Dr.)
- First Name
- Last Name
- Date of Birth (Month/Day/Year)
- Gender (M or F)
- Home Country (Country of Citizenship)

Your access permissions do not allow the use of SCRIPT or OBJECT tags in the submitted content. Any updates posted will have these elements disabled (including pop-up links to the Document Center).
Emergency Contact Information - Field Trips

Applicant Name:
Program: Field Trip Registration
Term of Study: Fall, 2011

WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Emergency Contact Information - Field Trips:

Instructions:
Please complete all items as instructed. This information is crucial to maintaining accurate information on the program so that in case of emergency, the Study Abroad Programs Office staff can efficiently and effectively address any matters that arise impacting the group. We appreciate your cooperation in completing this fully.

(*) Indicates the question is required.

1. Name of Lodging (*)
Please provide the name of the place of lodging where you are residing for the duration of the program. If you are traveling to more than one place, you will have an opportunity to indicate this.

2. Address of Lodging (*)
Please provide the address of your lodging including street address of the physical location, city, and country.

3. Phone Number of Lodging (*)
Please provide the phone number of your lodging.

4. Will the field trip group reside at an additional form of lodging during the duration of the trip? (*)
Please provide the additional form of lodging during the duration of the trip if necessary.
Color Copies of Participants’ Passports

- This allows you to access color copies while abroad to aid in replacement of lost or stolen passports.
Completed Foreign Travel Request Forms

• Required of ALL TAMU staff traveling abroad in the capacity of a university employee for the program.

Completed Foreign Travel Request Form - TAMU Employees Only

As mentioned in the Program Agreement Record Form of your Application Phase, once a copy of your Foreign Travel Request Form has been received by the Study Abroad Programs Office, the study abroad liaison for your program will mark this item as Received.

Please note that a Foreign Travel Request Form must be completed and submitted for EACH field trip leader traveling as a Texas A&M employee abroad.

- FOR MAYS COLLEGE OF BUSINESS EMPLOYEES: Complete the Mays Foreign Travel Request Form by going to http://maysnet.tamu.edu. Click LOGIN using your Mays computer username/password. Find FORMS in the left-hand column and CLICK on Forms to choose the Foreign Travel Form in online or downloadable versions.
- FOR ALL OTHER EMPLOYEES: Go to http://finance.tamu.edu/contracts/travel_abroad.asp to complete the form, print, and obtain the required signatures for approval. Submit the original to the Office of Contracts and Administration.

IMPORTANT!
Once your travel form has been approved, the Study Abroad Programs Office requires a copy for each employee traveling in order to purchase HTH Worldwide medical insurance. Copies can be sent either by email (ltaufermer@tamu.edu), fax (979-458-3623) or campus mail (MS 3262 TAMU).
Required Online Orientation Information

To review and read online:

• Emergency & Medical Resources

• Managing Student Behavior

• University Rules and Standard Administrative Procedures Related to International Travel
Application Phase

→ Pre-Departure Phase

Once all items are completed, your field trip registration’s status will change to “Approved”.

Your registration application’s phase will change to the Pre-Departure phase.

The Study Abroad Programs Office will remain in touch with field trip leaders to keep them apprised of student registration, insurance, field trip fee charges and other related matters.

Study Abroad Programs
(979) 845-0544, 1st floor Bizzell Hall West