Student Group Abroad Registration Process: What to Expect
Step 1: Online Student Group Abroad Program Registration: Click “Apply Now”
Step 2: Security ID – Select “Yes” to being a Texas A&M user
Step 3: Net ID Login

Enter Your NetID and Password

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://its.tamu.edu/Home/IT_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 ajlombardi@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):
Available
- Aachen, Germany (Europe)
- Aberdeen, Scotland, UK (Europe)
- Acuna, Mexico (North America)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Australia/Pacific Islands)
- Agra, India (Asia)
- Alsace Province, France (Europe)
- Selected

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 ajlombardi@tamu.edu, ltaufemmer@tamu.edu, or studyabroad@tamu.edu regarding this application.

Dates:
- Departure: [ ] (Format: MM/DD/YYYY)
- Return: [ ] (Format: MM/DD/YYYY)
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”.

<table>
<thead>
<tr>
<th>Program:</th>
<th>Student Group Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term/Year:</td>
<td>Spring, 2012</td>
</tr>
<tr>
<td>Deadline:</td>
<td>Oct 15, 2011</td>
</tr>
<tr>
<td>Dates:</td>
<td>Mar 08, 2012 - Mar 19, 2012</td>
</tr>
</tbody>
</table>

**Required Online Application Document(s):**

- Color Copies of Participants’ Passports - Student Groups Abroad
- Emergency Contact Information - Student Groups Abroad
- Student Groups Abroad - Course Requirement?
- Student Groups Abroad Program Information Form

**Required Document(s):**

- Completed Foreign Travel Request Form - TAMU Employees Only
- Pre-Event Planning Form - Student Groups Abroad

**Required Signature Documents:**

- Funding Information for Leaders to Provide Students
- Meningitis Vaccination Requirement
- Student Group Abroad Acknowledgement of Field Trip Fee
- Student Groups Abroad Checklist and Pre-Departure Considerations
Complete the Student Groups Abroad–Course Requirement

**Student Groups Abroad - Course Requirement?**

**Applicant Name:**

**Program:** Student Group Registration

**Term of Study:** Spring, 2012

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

**Student Groups Abroad - Course Requirement?**

(*) Indicates the question is required.

1. Does your program count toward academic credit in an on-campus course? (*)

Please select one

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.
Complete the Student Groups Abroad Program Information Form

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.

Student Groups Abroad Program Information Form

Applicant Name: 
Program: Student Group Registration
Term of Study: Spring, 2012

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

Student Groups Abroad Program Information Form:

(*) indicates the question is required.

1. Name of Student Group Abroad (*)

2. Primary Student Group Abroad Leader’s Name (*)
Please list the name, e-mail address, phone number for the primary group 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 Student Group Abroad Leader’s Name
If there is more than one group leader, please list the name, e-mail address, phone number for EACH person. If any of these leaders are a faculty/staff member, please designate and list name of department, department phone, and campus mailstop.
# Checklist and Pre-Departure Considerations for International Student Group Abroad Leaders

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

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

<table>
<thead>
<tr>
<th>6 months - 1 year prior to departure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Begin Student Group Abroad Registration in the Aggies Abroad Portal</td>
<td></td>
</tr>
</tbody>
</table>

**If the trip is being coordinated by a:**

- Student Organization: Complete a Pre-Event Planning Form and submit to Student Activities for approval. Please note that a link to this form will be provided as part of the registration process.

<table>
<thead>
<tr>
<th>3 - 6 months prior to departure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Complete the Application Phase of the Online Registration that includes some of the following:</td>
<td></td>
</tr>
<tr>
<td>☐ Trip Name, Dates, Leader(s)</td>
<td></td>
</tr>
<tr>
<td>☐ List of Participants</td>
<td></td>
</tr>
<tr>
<td>☐ Acknowledgement Forms</td>
<td></td>
</tr>
<tr>
<td>☐ Funding and financial aid resources for students</td>
<td></td>
</tr>
<tr>
<td>☐ University Rules and Standard Administrative Procedures</td>
<td></td>
</tr>
<tr>
<td>☐ On-Site Emergency Form</td>
<td></td>
</tr>
<tr>
<td>☐ Pre-Departure Training information for Trip Leader(s)</td>
<td></td>
</tr>
<tr>
<td>☐ CISI Enrollment Info for 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>

☐ Once the SAPO Advisor receives all completed items in the Application Phase of the Registration, s/he will establish the 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 trip participants. Participants must complete the registration process by the date indicated by the SAPO Advisor in order to allow ample time for insurance enrollment.

☐ The SAPO Advisor will provide you with the registration deadline.

☐ The SAPO Advisor will change the Trip Registration application to “Approved” once all items are completed.

<table>
<thead>
<tr>
<th>1 - 2 months prior to departure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SAPO Advisor will facilitate the CISI insurance enrollment. S/he will send an electronic version of each participant's CISI insurance card once available.</td>
<td></td>
</tr>
</tbody>
</table>

**Payment of $45 Field Trip Fee (one option will apply)**

- ☐ If the department coordinating the trip will be paying the $45 fee on behalf of the participants, the SAPO Advisor will send an invoice for the total amount owed along with a payment deadline and instructions.
- ☐ If the student participants will be responsible for paying the $45 field trip fee, the SAPO Advisor will post the fee to their individual TAMU fiscal accounts. Remind them that they must pay this.
- ☐ If the student organization coordinating the trip will be paying the $45 field trip fee on behalf of the members, SAPO Advisor will send an invoice for the total amount owed along with a payment deadline and instructions.

<table>
<thead>
<tr>
<th>2 - 4 weeks prior to departure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Send the following to the SAPO Advisor:</td>
<td></td>
</tr>
<tr>
<td>☐ Any updates/changes to detailed trip itinerary of daily schedule while abroad</td>
<td></td>
</tr>
<tr>
<td>☐ Completed Travel &amp; Leave/Travel Requests for all Graduate/Teaching Assistants and Faculty/Staff leaders, if not already submitted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 week prior to departure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SAPO Advisor will send an exit packet, to include:</td>
<td></td>
</tr>
<tr>
<td>☐ CISI insurance card for each participant</td>
<td></td>
</tr>
<tr>
<td>☐ A copy of each participant’s Medical Consent and medical information</td>
<td></td>
</tr>
<tr>
<td>☐ Emergency contact information for each participant</td>
<td></td>
</tr>
<tr>
<td>☐ Additional resources and reference materials</td>
<td></td>
</tr>
</tbody>
</table>
Download the Pre-Event Planning Form

If No, nothing further needs be done.
If Yes, see below.

The Pre-Event Planning form is required of all student groups going abroad conducted by a recognized student organization. Please click the link below to access the form on the Texas A&M Student Activities web site.

http://studentactivities.tamu.edu/resources

A copy of the approved Pre-Event Planning form must be submitted to the Texas A&M Study Abroad Office (Mailstop 3262, 1st floor Bizzell Hall West), attention: Study Abroad Field Trip/Student Group Abroad Advisor.

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
Meningitis Vaccination Requirement

Due to University Regulations, any student staying in student housing is required to have their Bacterial Meningitis Vaccination.

Is your group staying at one of the following Texas A&M University Centers?

- Santa Chiara Study Center in Catiglion Fiorentino, Italy
- Soltis Center for Education and Research in Costa Rica or
- Santa Clara Center in San Miguel de Allende, Mexico?

If No, nothing further needs be done. If Yes, see below.

The Study Abroad Programs Office will be in contact with you for follow up on the procedures.

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:  Melanie Glees Rogers
Date:  08/25/2011
Study Abroad Field Trip Fee Acknowledgement

FIEL D TRIP FEE: $45 per student*

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 advisor will either post the field trip/student group abroad fee on the students' accounts directly (and provide instructions to the program leader to forward to his/her students) OR will provide an invoice to the program leader to pay to the Provost's Business Office. 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.

Program leaders will be given access to the registration system to keep track of which participants have and have not registered. The study abroad 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 advisor will enroll all participants, including the program leader(s), in CISI medical insurance approximately one month prior to departure. Program 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 program 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 program 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 Student Group Leaders. Program 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 program 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:
- Student Group 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 Student Group 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.

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
Financial Aid Instructions for International Trips

Funding Information for Leaders to Provide Students
(Student Group 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

• Please provide the following information for ALL faculty/staff participants

1. First Name
2. Last Name
3. Gender
4. Date of Birth
5. Citizenship
Emergency Contact Information - Student Groups Abroad

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Student Group Registration</td>
</tr>
<tr>
<td>Term of Study:</td>
<td>Spring, 2012</td>
</tr>
</tbody>
</table>

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

**Emergency Contact Information - Student Groups Abroad:**

**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.

4000 characters left

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

4. **Will the group reside at an additional form of lodging during the duration of the trip? (**)**
Please provide the lodging name, address, and phone number if staying elsewhere and indicate the dates of lodging.
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.

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 (ltaucfmer@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: Commonsense Tips for Leaders

• 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