Study Abroad Field Trip Registration Process: What to Expect
Step 1: Online Field Trip 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

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/NetID_Policy.php](http://its.tamu.edu/NetID_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.

Privacy Statement | Accessibility Policy
Texas A&M University | Webmaster
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 (#3-6).**
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 alombardi@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):**

<table>
<thead>
<tr>
<th>Available</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aachen, Germany (Europe)</td>
<td>All &gt;&gt;</td>
</tr>
<tr>
<td>Alberta, Canada (North America)</td>
<td>All &gt;&gt;</td>
</tr>
<tr>
<td>Addis Ababa, Ethiopia (Africa)</td>
<td>All &gt;&gt;</td>
</tr>
<tr>
<td>Adelaide, Australia (Australia/Pacific Islands)</td>
<td>All &gt;&gt;</td>
</tr>
<tr>
<td>Algiers, Algeria (Asia)</td>
<td>All &gt;&gt;</td>
</tr>
<tr>
<td>Aix-en-Provence, France (Europe)</td>
<td>All &gt;&gt;</td>
</tr>
</tbody>
</table>

You can select multiple locations from the “Available” list 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 alombardi@tamu.edu, ttaufer@tamu.edu, or studyabroad@tamu.edu regarding this application.

**Dates:**

**Departure:** (Format: MM/DD/YYYY)

**Return:** (Format: MM/DD/YYYY)

[Apply button]
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 elements of the right-hand column (required documents, required online and signature documents) are required for your application to be considered complete in order for it to be reviewed.

Class

Program: Field Trip Registration
Term/Year: Winter Break, 2011
Deadline: Dec 01, 2010
Dates: Dec 21, 2010 - Jan 10, 2011

Application Instructions

During the Application Phase (the current phase), you, the field trip leader, will be prompted to sign and complete various documents related to your TAMU field trip and University policy. In addition, you will review important training materials and resources and then be quizzed on the information. Should you have questions about an element, please contact Lisa Taufener at ltaufener@tamu.edu.

Required Online Application Document(s)

Click the following to view and complete the following online application form(s). You may begin an online form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.

- Field Trip - Course Requirement
- Field Trip Program Agreement and Record Form

Required Document(s)

Click the following to view instructions and/or printable forms which require the physical submission of documents.

- Field Trip Fee Approval Form
- Pre-Event Planning Form - Field Trips

Required Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

- Field Trip Checklist and Pre-Destination Considerations
- Funding Information for Leaders to Provide Field Trip Students
- Study Abroad Office Field Trip Fee - Acknowledgement

Required Orientation Information

Click the following to view, read, and mark these pre-departure information items as having been read.

- University Rules and Standard Administrative Procedures Related to International Travel
Step 6: Complete the Field Trip – Course Requirements

Study Abroad Programs Office

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

Field Trip - Course Requirement

- Applicant Name: [Redacted]
- Program: Field Trip Registration
- Term of Study: Spring Break, 2011

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

Field Trip – Course Requirement?

(*) Indicates the question is required.

1. Is participation in this field trip required as part of on-campus course? (*)

Please provide the name of the course (Example: LBAR 201).

This ensures that we track this program for various statistical reports in providing information about students participating in credit-bearing programs abroad.

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.

DONE
Step 7: Complete the Field Trip Program Agreement & Record Form

Field Trip Program Agreement and Record Form

1. Name of Field Trip (*)
   This will be the name used in the Study Abroad Program Office’s online registration system.

2. Primary Field Trip Leader’s Name (*)
   Please list the name, e-mail address, phone number, and campus mailbox (if applicable) for the primary field trip leader.

3. Secondary Field Trip Leader’s Name
   If there is more than one field trip leader, please list the name and e-mail address for the secondary field trip leader.

4. Will you be traveling abroad in the capacity of a university employee on this program? (*)
   If you answer yes to this question, please complete the Foreign Travel Request Form found through the Contract Administration Office at [http://finance.tamu.edu/contract/abroad](http://finance.tamu.edu/contract/abroad). Once you have completed the form, obtain required approval and submit to the Study Abroad Programs Office. The Study Abroad Field Trip Advisor will mark the item as received.

5. Please attach a copy of your program itinerary (if available).
   To attach a copy of your program itinerary, please click the yellow folder icon below “Insert Document”. From there you will be directed to select the document and submit to upload. You may also choose to copy and paste the information from a document.

WARNING: Please remember to save your responses frequently, as your session will time out after 39 minutes.
Step 8: Download the Field Trip – Fee Approval Form

Field Trip Fee Approval Form

The Texas A&M University Request for Approval of Field Trip and Fee form is required of all field trips that require a fee to be charged to students 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.

**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 here for Field Trip - Fee Approval Form.pdf](http://rules-saps.tamu.edu/PDFs/26.01.01.M0.01.pdf)

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
Step 9: Print out Checklist & Pre-Departure Considerations for International Field Trip Leaders

Checklist and Pre-Departure Considerations for International Field Trip Leaders

**Section 1: 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>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Establish the planned trip abroad as a field trip. See the Program Agreement and Budget Form for more information.</td>
</tr>
<tr>
<td>If the field trip is being coordinated by a:</td>
</tr>
<tr>
<td>☐ TAMU Department: Complete the Field Trip Form to request approval of your field trip and the trip budget. For questions regarding the form and approval process, contact the Office of the Provost and Executive Vice President for Academics at (979) 845-4508. Submit a copy of this form to the Director of the Study Abroad Programs Office.</td>
</tr>
<tr>
<td>☐ Student Organization: Complete a Pre-Departure Planning Form and submit it to Student Activities for approval.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 - 6 months prior to departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Complete the Program Agreement and Record Form and return, with requested documents, to the SAPO Field Trip Advisor.</td>
</tr>
<tr>
<td>Once the SAPO Field Trip Advisor receives the Program Agreement &amp; Record Form, the Study Abroad Programs Office will establish the field trip in the Study Abroad Programs Office’s online registration 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>☐ The SAPO Field Trip Advisor will provide you with the registration deadline.</td>
</tr>
</tbody>
</table>

Registration Deadline:

The SAPO Field Trip Advisor will send additional forms and information, to include:
- On-Site Emergency Form
- Student Leader Authorization Form, if applicable
- Medical Consent Form and instructions
- Funding and financial aid resources for students
- General pre-departure orientation information for students, including scheduled “Travel Wear” dates. Students are required to attend one session prior to departure.
- Pre-Departure Training information for Field Trip Leaders.

<table>
<thead>
<tr>
<th>1 - 2 months prior to departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Complete the Pre-Destination Training for Field Trip Leaders. The SAPO Field Trip Advisor will provide you with more information.</td>
</tr>
<tr>
<td>Payment of $45 Field Trip Fee (one option will apply)</td>
</tr>
<tr>
<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 request a TAMU account number from which to draw the funds and arrange the transfer.</td>
</tr>
<tr>
<td>☐ If the student participants will be responsible for paying the $45 field trip fee, the SAPO Field Trip Advisor will send the fee to their individual TAMU financial accounts. Remember that they must pay this.</td>
</tr>
<tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 - 4 weeks prior to departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Send the following to the SAPO Field Trip Leader:</td>
</tr>
<tr>
<td>☐ Completed On-Site Emergency Form</td>
</tr>
<tr>
<td>☐ Distributed copy of daily schedule while abroad</td>
</tr>
<tr>
<td>☐ Completed Travel &amp; Lease/Travel Request for all Graduate/Teaching Assistants and Faculty/Staff leaders, if not already submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 week prior to departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SAPO Field Trip Advisor will send an exit packet, to include:</td>
</tr>
<tr>
<td>☐ HTH insurance card for each participant</td>
</tr>
<tr>
<td>☐ A copy of each participant’s Medical Consent Form and storage instructions</td>
</tr>
<tr>
<td>☐ Emergency contact information for each participant</td>
</tr>
<tr>
<td>☐ Emergency information card for each participant</td>
</tr>
<tr>
<td>☐ Additional resources and reference materials</td>
</tr>
</tbody>
</table>
Step 10: Financial Aid Instructions for International Field Trips

Funding Information for Leaders to Provide Field Trip Students
(Field Trip Registration, Spring, 2011)

Financial Aid Request Form Template & Instructions for Students

Students participating in an international field trip 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.

The above is a stored copy of the document signed 12/16/2010 at 1:02 PM.
Step 11: Study Abroad Field Trip Fee Acknowledgement

**Field 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 HTH Worldwide medical insurance and the cost of International SOS. 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 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 HTH Worldwide Medical Insurance for Participants.** The Study Abroad Field Trip Advisor will enroll all field trip participants, including the Field Trip Leader(s), in HTH Worldwide medical insurance approximately one month prior to departure. Field Trip Leaders will be provided with hard copies of each participant’s insurance card prior to departure. Electronic copies can be obtained by request.

3. **International SOS.** International SOS is a non-medical emergency assistance provider that is available to all Texas A&M System faculty, staff and students traveling abroad on academic (university)-related travel. Each field trip participant will receive an International SOS card.

4. **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.

5. **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.

6. **General Pre-Departure Orientation.** Each student participating in an international field trip is required to complete a general pre-departure orientation, called “Travel Wise”. This orientation...

7. **Pre-Departure Online Training for Field Trip Leaders.** Field Trip Leaders are required to complete a health and safety training prior to leading a group of students abroad. This will be provided once the field trip registration is approved and moves into the Pre-Departure phase of the registration process.

8. **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 Pre-Departure Online Training for Field Trip Leaders.

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

10. **Post-Trip Evaluation.** Upon return to the United States, you will need to complete a post-trip evaluation. Your comments and feedback are very important to us, since they allow us to improve our procedures and services.

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

Individuals serving a field trip 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 field trip.
- **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 using the Student Leader Authorization Form. Please note that this is a separate item asked as part of the field trip registration process.

**NOTE:** All leaders and participants will be enrolled in HTH Worldwide medical insurance for the duration of the field 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: [Redacted]
Date: 10/26/2010

[Click Here to Sign Digitally]
Step 12: 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.

As part of completing the Pre-Departure phase, a few additional items will be required before departing abroad such as copies of the Foreign Travel Request Form, color copies of participants’ passports, and other items.

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