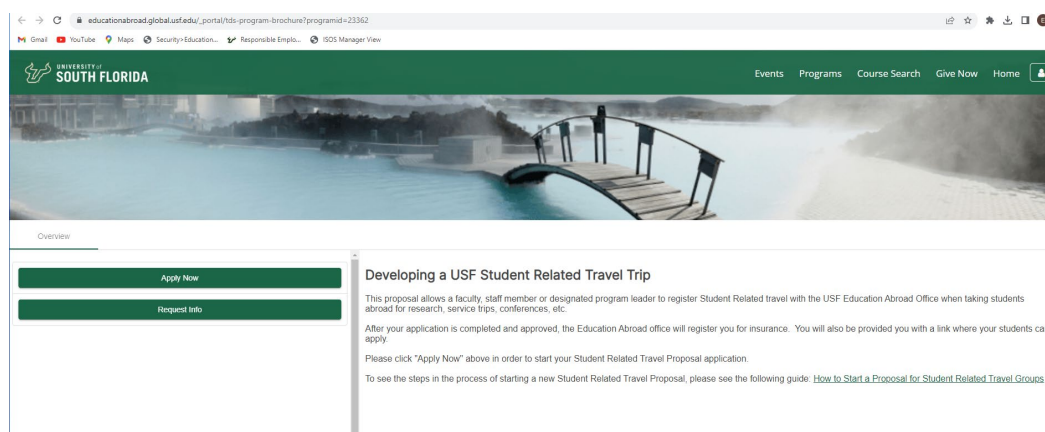


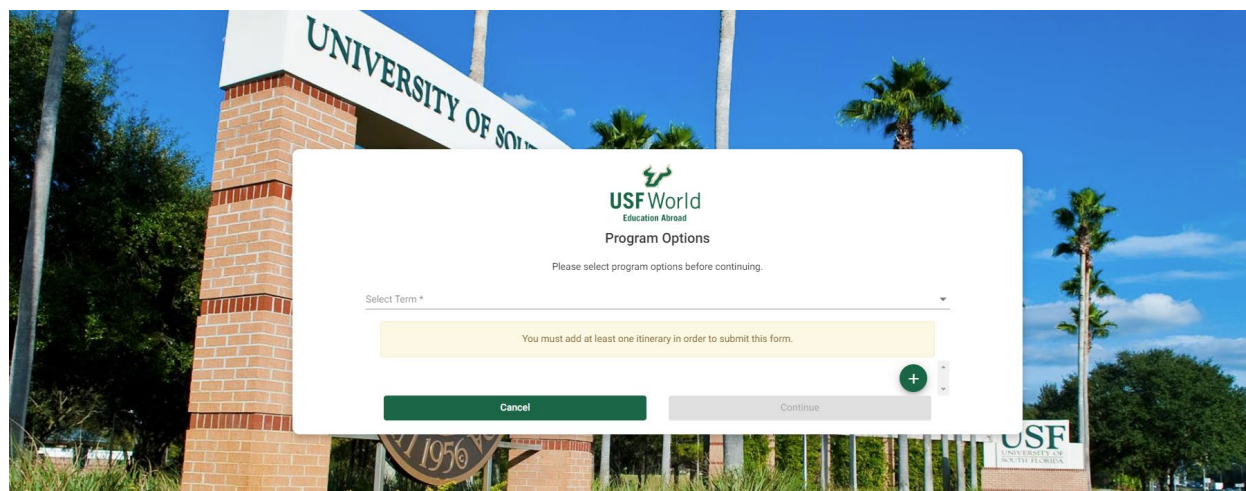
How to Create a Registration (Proposal) for a Student Related Travel Group

To begin the process of creating a registration for a student related travel group, please follow the steps below.

1 Visit this website https://educationabroad.global.usf.edu/_portal/tds-program-brochure?programid=23362 it should look like this



2 Click on the button that says “Apply Now” – the following window will appear



Select the term that you are requesting travel for and click the “+” sign in the green button to add a destination – as mentioned above you must select at least one destination to submit this form. You will be asked to provide a location, arrival date, and departure date.

How to Create a Registration (Proposal) for a Student Related Travel Group

The screenshot shows a web form titled "USF World Education Abroad Program Options". At the top, it says "Please select program options before continuing." Below this, there is a dropdown menu for "Select Term *" with "Summer 2024" selected. A yellow warning box states: "You must add at least one itinerary in order to submit this form." Below the warning box, there are three input fields: "Add Location to Itinerary" (with a globe icon), "Arrival Date" (with a calendar icon), and "Departure Date" (with a calendar icon). To the right of these fields is a red trash can icon and a green plus icon in a circle. At the bottom, there are two buttons: a green "Cancel" button and a grey "Continue" button.

Once you have selected an Itinerary Location and arrival and departure dates, the continue button will turn green and you can select that.

The following page will populate and you can click the GET STARTED! Button to begin submitting your required information

The screenshot shows a web page titled "USF EDUCATION ABROAD" with the "USF WORLD" logo. The page is for a "Proposal for Student Related Travel Groups - Summer, 2024". On the left side, there is a sidebar with the following information: "Application deadline: 08/16/2024", "Start date: 11/13/2023", and "End date: 11/25/2023", each with a calendar icon. Below this is a green "View program" button. The main content area has a header with "Requirements", "Program info", and "Itinerary" tabs. Below the tabs, there is a section titled "Instructions" with a welcome message and a "Submit Application Button" link. To the right of the instructions is a green "Get Started!" button. Below the instructions, there is a section titled "Online application" with a list of required information: "Overseas Partner Information", "Overview of International Activity", "Primary In-Country Contact", and "Safety Information".

You will be asked if you are working with an overseas partner affiliate, institution or university as part of your international activity – select yes or no

How to Create a Registration (Proposal) for a Student Related Travel Group

Instructions

Welcome to your Proposal for Student Related Group Travel. Please complete and submit all the requirements below. When the progress wheel is complete, please click the [Submit Application Button](#) located above. After submission, and if we require additional information, we will contact you. Thank you.

Online application

Overseas Partner Information

Are you are working with an overseas partner, affiliate, institution or university as a part of your international activity?

Yes

No

If you select “YES” – you will be prompted to provide contact information for the overseas partner to include organization name, address, point of contact name, position of the point of contact and phone number and email address. Enter that information and press submit.

If you select “NO” then you will proceed to the Overview of International Activity page

Online application



Overseas Partner Information



Overview of International Activity

1) Title of International Activity (REQUIRED)

Please suggest a title for your International Activity that is recognizable and describes the uniqueness of the activity. For example, "Architecture Site Visit in Thailand".

On that page you will be prompted to provide the following information

1) Title of International Activity(REQUIRED)

Please suggest a title for your International Activity that is recognizable and describes the uniqueness of the activity. For example, "Architecture Site Visit in Thailand".

2) Activity Type(REQUIRED)

Select an item from the dropdown menu that describes your International Activity. Select ALL that apply.

3) Purpose of Visit and Description of Activities.(REQUIRED)

Please describe the purpose of your trip and discuss what activities you will be involved in. If this is a conference, please include the conference website link here since the website likely answers most all questions about the travel. Examples of helpful content: 1. Activities or Excursions Planned a. Purpose as it relates to the educational goals of the student(s) b. Daily and weekly itinerary with Dates, Times and Locations c. Activities and Excursions d. Types of groups, organizations or other local participants you will be engaged with e. Will there be any free time with unmonitored student travel and if so, what plans are in place to track it? 2. Housing and Accommodations a. Housing types and locations for faculty, staff and

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students b. Classroom descriptions, if needed c. Food, clean running water and sanitation availability 3. Transportation methods and limitations 4. Unique environmental challenges i.e.: Altitude, insects, disease, remoteness, physical demands, etc.

4) Academic description of International Activity (REQUIRED)

How does this International Activity connect to the participant(s) Academic Career? Select ALL that apply. See the dropdown menu.

5) Academic description: Additional Information

If you selected “Does not apply” or wish to further provide additional information, please use the space below.

After you click submit you will be prompted to provide in country contact information. This could be someone within your group who is going to be the designated point of contact for an emergency.

Primary In-Country Contact

Please provide the following information for someone who can serve as an emergency contact in your host Country. By completing this information you authorize the release of any information to your emergency contact.

1) Emergency Contact Name (REQUIRED)

The information required is

Please provide the following information for someone who can serve as an emergency contact in your host Country. By completing this information you authorize the release of any information to your emergency contact.

1) Emergency Contact Name(REQUIRED)

2) Relationship(REQUIRED)

3) Primary Phone(REQUIRED)

4) Secondary Phone

5) Full Address(REQUIRED)

Please provide Street Address, Suite/Apt, City, State/Province and Postal Code, Country.

6) Email Address(REQUIRED)

7) Social Media Contact

Optional Please list a preferred social media network (e.g. Twitter, Facebook, WhatsApp, Snapchat, etc) and contact information for that network.

Once you have provided that information you will be prompted to enter safety information.

How to Create a Registration (Proposal) for a Student Related Travel Group

Safety Information

Instructions: When it comes to assessing health and security, it must be stressed that no country is void of risk or concerns. The U.S. Department of State (USDoS) and Centers for Disease Control and Prevention (CDC) clearly outline inherent challenges for travel to all countries in the world.

- For risk and safety concerns, please visit the [U.S. Department of State website](#) to get information to fill out this form.
- For health concerns, please visit the [Centers for Disease Controls and Prevention \(CDC\) website](#). Failure to complete and provide detailed safety information for your application may delay the approval of your proposed travel as we will return it to you to complete. It may also prevent you from receiving university related international health and evacuation insurance and approval for international travel.

1) List the risk/security concerns along with your risk mitigation strategies (REQUIRED)

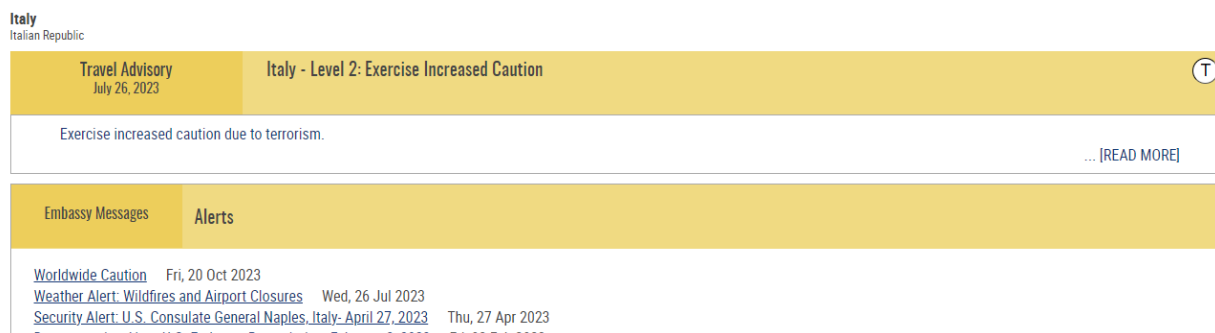
What are the specific safety and security concerns identified by the U.S. Department of State for your destination(s)? Be very thorough in your response. Review every category identified in the Country-Specific Information page for the USDoS website. If your destination is under a U.S. Department of State Level 3 or 4 Travel Advisory, you must also review the Travel Advisory additional restrictions and risks and include them in your response. Include general risk mitigating strategies that are specific to your travel location such as:

Go to www.travel.state.gov and enter your destination country name and press search



This will give you a search result which you then need to click

A window with the current travel advisory level for your country will appear and you need to make note of that in the safety information i.e – Italy is currently a level 2 country due to terrorism



Scroll down and find the Safety and Security Section – copy and paste from that section the primary security and safety concerns that your group may encounter. It is NOT necessary to copy and paste the entire section, however be sure that you have read the entire section and considered all of the risks listed. After you have identified the risks, please address the mitigation strategies that you will apply to reduce the risks to your SRT group.

Do the same for the portion related to Health Concerns.

Provide all known details on the transportation plan for getting the group from the airport to lodging and how the group will move around to the various points on your itinerary.

Other questions on this portion of the questionnaire are self-explanatory.

After you have completed all of the items. Click submit and that will send your proposal to the Global Travel Safety and Health office for review.

How to Create a Registration (Proposal) for a Student Related Travel Group

If there are follow-up questions or additional information required we will contact you. After we review your proposal, we will create a program from it, and provide you with a link to the registration site. This is the site that your student participants will use to register for the program.