

## How to start a Proposal for Student Related Travel Groups

To begin this process, please go through the following steps:

1. Visit the Education Abroad website at: <http://educationabroad.global.usf.edu/>
2. Login by clicking on the “TD Login” at the top of the page.



3. This will route you to the USF Single Sign-on page and login with your current USF Credentials.
  - a. If you have issues using “TD Login”, please contact Gary Bellamy ([gwbellamy@usf.edu](mailto:gwbellamy@usf.edu)) for assistance.
4. Navigate to “Travel Registration & Insurance” and then “Student Related Travel Trip” at the bottom of the page. Or click here to go directly:  
[http://educationabroad.global.usf.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=23362](http://educationabroad.global.usf.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=23362)

**Education Abroad**

[Logout](#) | [Applicant Home](#) | [Admin Home](#) | User:

Home>

**Travel Registration & Insurance Enrollment**

All students who participate in university-related travel must register their travel plans with the Education Abroad office and enroll in United Health Care Global (UHCG) medical and evacuation insurance. By registering through the Education Abroad application system, your travel will be on record with the University, and you can begin the process of registering for UHCG Insurance.

**For a brief overview of coverage information, please view the following form:** [UHCG 2016 FAQ USF.pdf](#)

**For a full Unitedhealthcare Global policy, please view the following:** [University of South Florida Final policy.pdf](#)

The UHCG is billed at a daily rate of \$1.53 a day, so the cost will be variable according to the amount of your travel dates; please see either the student or faculty registration link below for more information. This charge will be posted to your USF Account to allow for convenient payment through your OASIS account.

Please contact the Education Abroad Office for further details: 813-974-4314

**Students and Medical Residents:**

If you are a Student and wish to enroll, please follow this link to the student application: [Student Travel Registration](#)

If you are a USF Health Student from the Colleges of Medicine, Nursing, Pharmacy or Public Health OR a medical resident, please follow this link to enroll: [USF Health Portal](#)

If you are applying for a Patel College of Global Sustainability Internship, please complete an application through the following link: [Patel College of Global Sustainability Internship](#)

**Faculty and Staff:**

If you are a Faculty, Staff, Alumni, Donor, Contractor, Colleague from another institution and/or government official participating on USF System sanctioned international business travel that does not involve students, International Health and Evacuation coverage is being provided to you at no charge. To initiate coverage, complete the electronic Travel Authorization and have it approved in the FAST workflow by the Fiscal Approver and Supervisor. If your estimated USF travel expenses are going to be zero, enter a minimum of \$1 to complete the form. To learn more about this benefit, including how to download an ID card, please follow this link: [International Health and Evacuation Insurance](#).

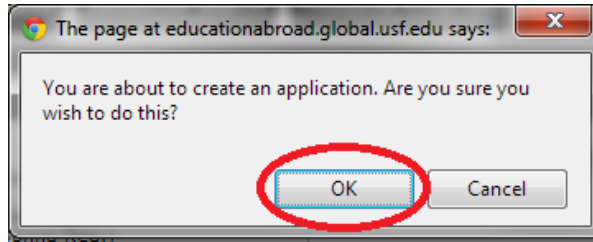
Are you a Faculty or Staff member traveling abroad (for research, service trips, conferences, etc.) with a small group of students? After your application is completed and approved, the Education Abroad office will register you for insurance and provide you with a link where your students can apply. Please fill out the following application: [Student Related Travel Trip](#)

5. Click "Apply Now":

**Proposal for Student Related Travel Groups**

<b>Program Terms:</b>	Fall, Spring, Spring Break, Summer, Winter (Fall Reg.), Winter (Spring Reg.), Year (Fall - Spring), Year (Fall - Summer)	<input type="button" value="Apply Now"/> <input type="button" value="Print"/> <input type="button" value="Share This"/>
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6. Click "OK" on the pop-up that asks if you are sure you want to create an application:



7. You will be prompted to select a term, create an itinerary by selecting the appropriate dates for each location and then clicking “Add to itinerary”, then when the itinerary is complete, click “Update.”

**Available Terms**

Terms

- Winter (Fall Reg.), 2016
- Fall, 2016
- Spring, 2017
- Spring Break, 2017
- Summer, 2017

**Itinerary**

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

- \*Other, Other (Other)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)**
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Abstatt, Germany (Europe)
- Abuja, Nigeria (Africa)
- Accra, Ghana (Africa)
- Achill Island, Ireland (Europe)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Australia/Pacific Islands)

8. You will then see your proposal page. This page consists of a series of a material submission and questionnaires. As each part is completed, the corresponding “Received” box on the right will show a check mark.

<b>Program:</b>	Proposal for Student Related Travel Groups
<b>Term/Year:</b>	Winter (Fall Reg.), 2016
<b>Deadline:</b>	09/15/2016
<b>Dates:</b>	10/11/2016 - 10/25/2016

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Student Related Travel Department/College Approval Form	<input type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Overseas Partner Information~	<input type="checkbox"/>
Overview of International Activity~	<input type="checkbox"/>
Safety Information~	<input type="checkbox"/>

Itinerary
The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.
<b>Aarhus, Denmark (Europe)</b>
Start Date: 10/11/2016
End Date: 10/25/2016

9. When filling out questionnaires, note that there is a “save” button at the bottom, which allows you to continue working on that questionnaire later. We do recommend that you save often throughout the process. When you are finished with the questionnaire, use the “Submit” button to submit the questionnaire as complete.

<p>You may enter information on this form and use the <b>Save</b> button to keep your information until you are ready to submit it. <b>Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.</b></p>
<input style="margin-right: 10px;" type="button" value=" &lt; Cancel - "/> <input style="margin-right: 10px;" type="button" value=" - Save - "/> <input style="margin-right: 10px;" type="button" value=" - Submit &gt; "/>

10. In order to log back in and work on your application later, use the “TD Login” in the upper right corner of our website to log in with your USF Credentials.

- a. After you log in, if you don’t immediately see your application, click “Applicant Home” in the upper right part of the page:



- b. Under the “Applications” heading, click on the green link for the program application that you want to work on.

## Questions

If you have any technical problems, please contact Education Abroad Web and Database Coordinator Gary Bellamy at [gwbellamy@usf.edu](mailto:gwbellamy@usf.edu)

General questions related to the content and status of the proposal should be directed to the Education Abroad advisor handling your proposal.