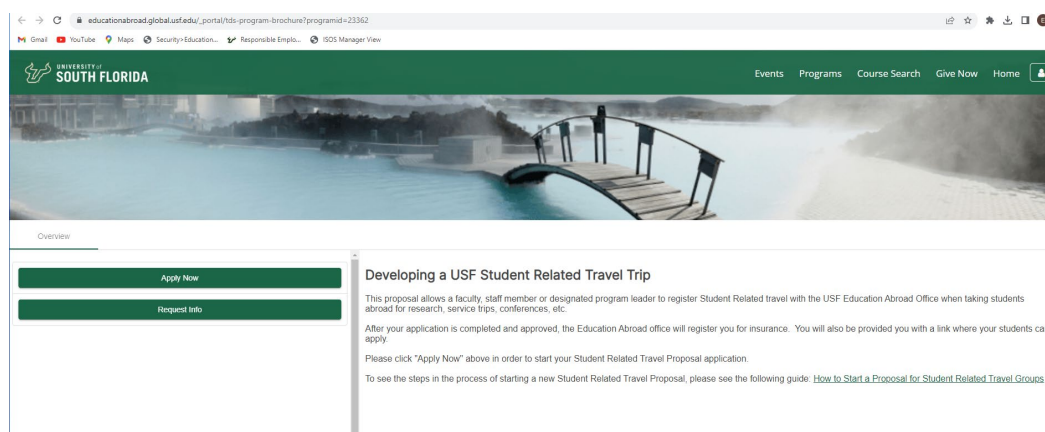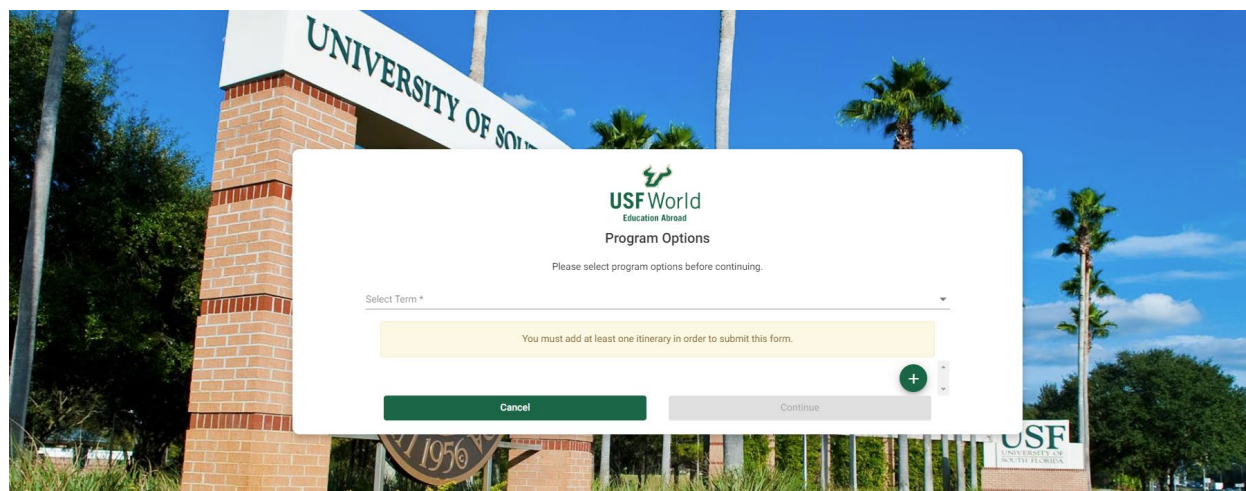How to Create a Registration (Proposal) for a Student Related Travel Group

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.

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

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

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

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.

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

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
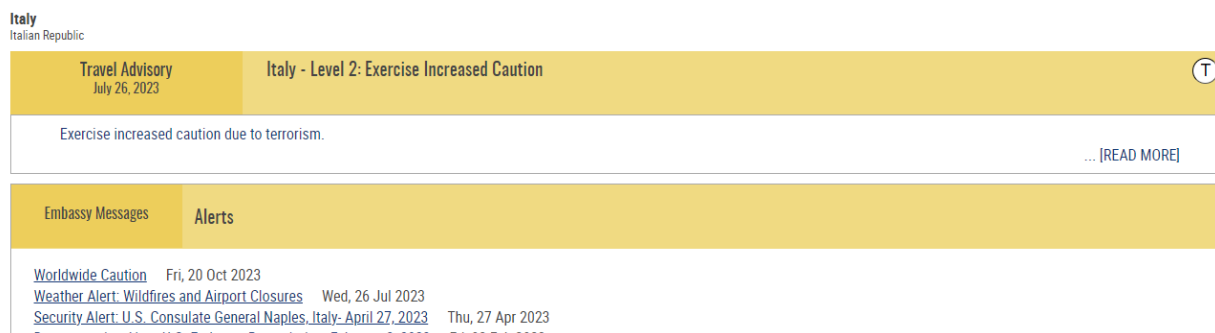
Scroll down and find the Safety and Security Section – copy and paste from that section the primary security and safety concerns that your group may encounter. It is NOT necessary to copy and paste the entire section, however be sure that you have read the entire section and considered all of the risks 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.