Student Org. Online Registration and Individual Student Application Process

- **Where is the link to start the Student Org travel registration in the Education Abroad Portal?**
  The link will be provided to the Primary Trip Leader via email after submission of the Student Organization International Travel Proposal Form, found in [STEP 1 on our website](#).

- **Who should complete the Student Org travel registration on behalf of the organization traveling abroad?**
  The registration should be completed by the Primary Trip Leader (this might be a student or faculty/staff). If there is more than one leader, only one should complete the registration.

- **Is there a group registration and an individual application for each student participant?**
  Yes. The student or faculty/staff leader will complete the group registration on behalf of the entire student organization. Once the registration is started, an Education Abroad staff member will create a webpage in our portal where all student participants will go to complete an application for the specific trip being planned.

- **If the Primary Trip Leader is a student, does this student need to submit the group registration and an individual program application?**
  Yes. Each application is unique so the student leader submitting the group registration must also submit an individual application to capture separate information.

- **If the Primary Trip Leader is a faculty/staff member, does this faculty/staff leader need to submit the group registration and an individual program application?**
  No. The individual application for the specific program abroad is only for students. We will collect any information needed from the faculty/staff leader on an as needed basis.

- **When will the individual program application website be opened for students to submit their applications?**
  Soon after the group registration is started, the Education Abroad staff member will open the individual application for students and will send the Primary Trip Leader an email with the link to share with all participants.

- **Does the student leader have to attend a Trip Leader Briefing AND a Health & Safety Orientation?**
  Yes. Both sessions cover separate information, so student leaders must attend both. However, faculty/staff leaders are only required to attend a Trip Leader Briefing.
FAQS

Student Organizations Traveling Abroad

Student Eligibility

- What are the TAMU eligibility requirements for students to participate on the trip abroad?
  All student participants must have at least a 2.0 Texas A&M GPA and be in good standing with the university (i.e. no current academic or disciplinary holds on their record). All other eligibility requirements are determined by the student organization planning the trip.

- Are Blinn College students allowed to participate?
  Yes, but only if the student organization’s constitution allows for it. If this is the case, we will permit applications for non-TAMU students upon request.

- Can students who have graduated participate on a Student Org trip abroad?
  If your organization’s constitution allows student participation in an international trip after graduation, it is possible for a student that graduates in the same term as the trip to apply to participate. This means a May graduate could attend a May trip abroad, an August graduate could attend an August trip abroad, and a December graduate could attend a December trip abroad. However, if a student graduates in May and plans to go on the trip in August, they will not be eligible to participate in the trip as part of the student organization.

Education Abroad Fee and Trip Leaders

- How much is the Education Abroad Fee for Student Orgs traveling internationally?
  $200 per student. The details about this Limited Service Fee can be found on our website here.

- If the Primary Trip Leader is a student, do they have to pay the $200 Education Abroad Fee?
  A maximum of two student leaders may be exempt from this fee since they take on an added layer of responsibility to coordinate the group registration process for all the students and act as the main point of contact with Education Abroad throughout the months leading up to the trip.

- How many student leaders can each group have?
  Each group is recommended to have two student leaders (one primary and one back-up). You may have more than that, but only up to two are exempt from the fee.

- Do faculty/staff leaders have to pay the Education Abroad Fee?
  No, faculty/staff leaders are exempt from this fee.

- How many faculty/staff leaders can participate on the trip?
  This is up to your organization. Most student orgs travel abroad without a faculty or staff leader.
FAQS

Student Organizations Traveling Abroad

• **How is the Education Abroad Fee billed to the students?**
  The fee can be billed in one of two ways:
  1. Directly to each individual students’ TAMU account through Student Business Services, or
  2. To the organization/department on campus coordinating the trip through an Interdepartmental Transfer (IDT) of funds.

  The individual completing the Student Org registration in the Education Abroad Portal will choose one of the above options when prompted within the registration process.

• **When will the Education Abroad Fee be billed?**
  Approximately 1 month prior to the group’s program departure date. All individual student participants must be properly registered, and the final list of participants confirmed by the Primary Trip Leader.

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**Cultural Insurance Services International (CISI) - International Health Insurance Coverage**

• **Is the CISI health insurance included in the $200 Education Abroad Fee?**
  Yes, the $200 fee includes enrollment in the CISI group insurance policy for all students and faculty/staff on the trip. *Program must be 30 days or less for the insurance to be included.

• **Are faculty/staff enrolled in the CISI health insurance?**
  Yes, any faculty/staff joining the group abroad will be enrolled in the CISI group coverage. The cost of this coverage will be absorbed by the $200 fee per student participant.

• **How and when are participants enrolled in the CISI health insurance policy?**
  Participants are enrolled in the CISI policy by an Education Abroad staff member approximately 1 month prior to the group’s departure date once the final list of student/faculty/staff participants is confirmed. Each participant will receive an email directly from CISI with their insurance card, a copy of the policy, and directions for how to log into their online portal.

• **Can non-TAMU students and non-TAMU faculty/staff be included in the CISI health insurance coverage that Education Abroad provides?**
  No. Only currently enrolled TAMU students and currently employed faculty/staff are eligible for the CISI coverage. If there are any non-TAMU students/family members joining, it must be allowed per the student organization’s constitution. However, dependents of program leaders and participants can purchase CISI coverage once the participant is enrolled. Please request a dependent enrollment form from Education Abroad.

• **What does the CISI coverage include?**
  The coverage provided by CISI for medical insurance and emergency assistance is very comprehensive. Please visit [https://abroad.tamu.edu/Health-Safety](https://abroad.tamu.edu/Health-Safety) for additional details and to view a copy of the CISI Policy brochure.