FAQS

Student Organizations Traveling Abroad

International Travel Proposal Form

• Who should complete the International Travel Proposal Form?
  The person listed as the primary trip leader on the form should complete it.

• Who should be the primary trip leader?
  The primary trip leader is usually the student trip leader, the student org. Advisor, or the faculty/staff member accompanying the trip. However, this person does not have to be going on the trip. The primary trip leader is responsible for completing the International Proposal Form, the Group Registration and communicating with Education Abroad.

• What should be included in the Contract/Agreement section of the form?
  You should attach the contract/agreement you have from the in-county partner, provider or organization. This document should include per person costs, what those costs include, your itinerary, COVID-19 policy and the provider’s cancellation/withdrawal policy.

Student Group Registration and Individual Student Application Process

• Where is the link to start the Student Group Registration in the Education Abroad Portal?
  The link will be emailed to the primary trip leader that is listed on the Student Organization International Travel Proposal Form.

• Who should complete the Student Group Registration on behalf of the organization traveling abroad?
  The registration should be completed by the primary trip leader.

• Is there a group registration and an individual student application?
  Yes. The primary trip leader will complete the group registration on behalf of the student organization. Once the group registration is completed, an Education Abroad (EA) Advisor will send the leader the link to access the individual student applications. The trip leader should then send this application link to all participants.

• If the primary trip leader is a student, does this student need to submit the student group registration and an individual program application?
  If the primary trip leader is a student and is going on the trip – yes, this student needs to submit the group registration and an individual application. If the primary trip leader is a student and is not going on the trip – no, this student only needs to submit the group registration.
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• 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. If the primary trip leader is a faculty/staff member, 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 be opened for students to submit their applications?
  After the group registration is complete, the Education Abroad Advisor will send the primary trip leader an email with the link to share with all participants.

• Do all trip leaders need to attend the Trip Leader Briefing? Yes. All student, faculty and staff trip leaders must attend a Trip Leader Briefing.

Student Eligibility

• What are the TAMU eligibility requirements for students to participate on a student group trip abroad?
  All student participants must have a minimum 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 Organization 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 December and plans to go on the trip in May, they will not be eligible to participate in the trip as a student of A&M and as part of the student organization.
Education Abroad Fee and Trip Leaders

- **How much is the Education Abroad Limited-Service Fee for Student Organizations 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?**
  
  No. If the primary trip leader listed is a student and is going on the trip, the Education Abroad Fee is waived as this person takes on more responsibility to coordinate the group registration process and acts as the main point of contact with Education Abroad. If your group consists of 25 student participants and more, two trip leaders may be exempt from this fee upon request.

- **How many student leaders can each group have?**
  
  Each group is recommended to have two trip leaders (one primary and one back-up). However, only the primary trip leader is exempt from the Education Abroad fee. If you have 25 student participants and more, two trip leaders may be exempt from the fee upon request.

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

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

- **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 Group Registration in the Education Abroad Portal will choose one of the above options when prompted.

- **When will the Education Abroad Fee be billed?**
  
  Approximately 1 month prior to the group’s program departure date.
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. The program must be 30 days or less for the insurance to be included.

• **Are Texas A&M faculty/staff enrolled in the CISI health insurance?**
  Yes, any Texas A&M faculty/staff joining the group abroad will be enrolled in the CISI group coverage.

• **How and when are participants enrolled in the CISI health insurance policy?**
  Participants are enrolled in the CISI policy by an Education Abroad 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. Non-TAMU students will need to purchase insurance on their own.

• **What does the CISI coverage include?**
  The coverage provided by CISI for medical insurance and emergency assistance is very comprehensive. The CISI Policy for 2022 can be found [here](#).