

Preview of International Field Trip Registration

- Visit the UNT Study Abroad Website: <http://studyabroad.unt.edu/?go=InternationalFieldTrips> to review parameters of international field trips and to review registration time.
- Click on the “Register” button.

Timeline for Field Trip Registration

4-6 months prior to departure

Register

- Begin [Field Trip Registration](#)
- Be prepared to provide detailed information on the planned destination and activities as well as about the field trip leader(s) knowledge and experience.

- Answer “Yes” to the question of “Are you a current UNT student, faculty, or staff?” and click on the “Submit.”

Are you a current UNT student, faculty, or staff?

Yes No

Submit

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- Log in with your EUID/password combination (same as the one used for MyUNT or BlackBoard).

- The first step is to indicate during which term the program will take place. You will also need to identify all of the locations your field trip will visit and the travel dates of the field trip. Click “Add to Itinerary” to add each date/location set. Click “Apply” to proceed on to the registration page.

If a location is not available, please call 940.565.2207 or email studyabroad@unt.edu to request that the location be added to the system.

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- The international field trip registration is comprised of three components:
 1. Trip Leader Information
 2. Program Information
 3. Safety, Security & Health Information

Your Home Page>Applications>Application>Program Application Page (Application / Registration Phase)

Program Application Page (Application / Registration Phase) Hide Tips

This page shows current and required elements of your application in the application / registration phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (action items, electronic signature documents, recommendations and online information submissions) are required for your application to be considered complete.

Program:	Field Trip Registration
Term/Year:	Summer, 2015
Deadline:	06/01/2015
Dates:	06/01/2015 - 06/08/2015

Online Information Submission Form(s)

Click the following to view and complete the following online information submission form(s). You may begin an online information submission form and save it for later completion, but note that you must click Submit in order for the online information submission form to be logged as complete and ready for review.

Title	Received
Field Trip Registration: Part I - Trip Leader Information	<input type="checkbox"/>
Field Trip Registration: Part II - Program Information	<input type="checkbox"/>
Field Trip Registration: Part III - Safety, Security & Health	<input type="checkbox"/>

Announcements

- Click on the hyperlinked blue text to be taken to a questionnaire form. You may save your work and return at a later date to submit the form. Once the forms have been submitted, a check mark will automatically appear in the box to show that it has been marked as received. The forms cannot be edited once submitted. Please contact the Study Abroad Office at 940.565.2207 or studyabroad@unt.edu if you need to edit a form after submission.

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Title	Received
Field Trip Registration: Part I - Trip Leader Information	<input checked="" type="checkbox"/>
Field Trip Registration: Part II - Program Information	<input type="checkbox"/>
Field Trip Registration: Part III - Safety, Security & Health	<input type="checkbox"/>

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- **Preview of Field Trip Registration: Part I - Trip Leader Information Online Form:**

Field Trip Registration: Part I - Trip Leader Information:

(*) Indicates the question is required.

1. Primary Field Trip Leader: Full Name (*)
Please list the full name (First, Middle, and Last Name) of the primary field trip leader.

2. Primary Field Trip Leader: Title (*)
Please list the title of primary field trip leader. For example, Assistant Professor or Program Coordinator.

3. Primary Field Trip Leader: College (*)
Please select the Academic College of the primary field trip leader. If the leader is not within an academic college, please select N/A.

College of Arts & Sciences ▲
 College of Business
 College of Education
 College of Engineering
 College of Information ▼

4. Primary Field Trip Leader: Department (*)
Please list the department of the primary field trip leader.

5. Primary Field Trip Leader: Email (*)
Please provide the UNT email address of the primary field trip leader.

6. Additional Co-Leaders or Support Staff (*)
Please provide the name, UNT email, title, and contact phone number of any additional UNT faculty or staff members joining this field trip.

4000 characters left

7. Related Previous Experience - Question 1 (*)
Please briefly outline your past experience leading the planned field trip, experience leading similar trips in a foreign setting, or any other related experience or training.

4000 characters left

8. Related Previous Experience - Question 2 (*)
What is your experience in the proposed location(s) and your level of capability in the host language(s)? When have you visited this location and for how long?

4000 characters left

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application online information submission form is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

< Cancel -
- Save -
- Submit >

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- **Preview of Field Trip Registration: Part III - Safety, Security & Health Information Online Form:**

Field Trip Registration: Part III - Safety, Security & Health:

(*) Indicates the question is required.

1. Field Trip - Safety, Security & Health (*)

Risk management is one of the most important aspects of taking students abroad. All Field Trip Leaders should thoroughly research their proposed destination(s) in order to ensure due diligence trip planning process and only consider destinations where leaders have the experience and knowledge needed to mediate any concerns. You may be asked to modify, relocate or cancel your field trip if the destination shows evidence of significant security or health concerns. This registration represents UNT's opportunity to evaluate the safety, security, and health components of your locations and should be a comprehensive overview.

Please click [HERE](#) to download the form with the safety, security, and health questions to be addressed.

To upload the form after completion, click on the yellow folder icon in the menu bar below (looks like this: ) to upload the document.



You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application online information submission form is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

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International Field Trip Registration

PART III: Safety, Security, and Health

Risk management is one of the most important aspects of taking students abroad. All Field Trip Leaders should thoroughly research their proposed destination(s) in order to ensure due diligence trip planning process and only consider destinations where leaders have the experience and knowledge needed to mediate any concerns. You may be asked to modify, relocate or cancel your field trip if the destination shows evidence of significant security or health concerns. This registration represents UNT's opportunity to evaluate the safety, security, and health components of your locations and should be a comprehensive overview.

Instructions

This document is a component of the international field trip registration process. Please answer each question and upload the finished document to the UNT Study Abroad Portal to complete your registration:

- Return to <http://international.unt.edu/studyabroad>
- Click on "Login/Register" in upper right-hand corner of page.
- Log in with EUID/Password combinations (same as for MyUNT or Blackboard)
- Click on "Field Trip Registration"
- Click on "Field Trip Registration: Part III - Safety, Security & Health" and upload.

A. Safety and Security

1. Describe any safety or security considerations related to the location you are proposing and how they may impact the field trip. Review the following resources for guidance:

U.S. State Department Warnings and Alerts -

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

U.S. State Department Country Specific Information -

http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

U.S. Department of Treasury Sanctions List - <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

U.S. CIA World Factbook - <https://www.cia.gov/library/publications/the-world-factbook/>

2. Are you familiar with the immigration requirements for U.S. and non-U.S. participants in each field trip destination, including any transit points?
3. Describe any potential concerns related to the safety and security of transportation utilized throughout the field trip and proposed excursion(s). For example, will you be traveling at night, using passenger vans or boats, or traveling through rural areas?
4. Does your field trip itinerary include any planned or optional water-related? For example, will participants have access to a beach or river in their free time?
5. Does your field trip itinerary include any planned or optional high risk activities? For example, will participants have access to scuba diving or bungee jumping in their free time? It is important to

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disclose any potential activities as they may not be covered by the UNT international health and accident service.

6. Describe any exposure participants will have to farms, ranches, wildlife preserves or locations where they may come into contact with animals.

B. Health

1. Describe how you will advise participants about any health concerns or physical requirements related to the field trip destination(s). For example, are immunizations needed, do any trip activities require a certain level of physical ability? Review the following resource for guidance:

U.S. Center for Disease Control - <http://wwwnc.cdc.gov/travel/destinations/list.htm>

Mobility International USA - <http://www.miusa.org/>

2. Describe any quality of life issues for field trip participants in the proposed destination(s). How will you accommodate any individual needs of field trip participants? (ex. dietary restrictions, gender/women's issues, sexual orientation, age (minors), physical ability, attitudes towards skin color or ethnicity, attitudes towards Americans, known issues for non-U.S. citizen participants, etc.)
3. Describe any field trip activities that include visits to hospitals, medical clinics or places where medical services are provided. For example, vaccination clinics, pop-up clinics, or house visits.

C. Local Resources

1. List the name and contact information for any organizations, partner universities, vendors or contacts in host country you anticipate may provide field trip support. Describe your rationale for choosing these resources and any specialized knowledge or support they will provide.

D. Emergency Response Planning

1. As the leader of a field trip, you may experience a number of different emergency situations including the injury or death of a participant, a mental health crisis, political unrest, or the physical/sexual assault of a participant. Although the Study Abroad Office provides training and support in each of these situations in collaboration with other university offices, detail your experience responding to similar emergency situations, especially in the planned destination(s).
2. Describe your access to communication resources in your destination(s) including internet and cell/satellite phone technology. Please note that you may be asked to submit an emergency communication plan for your destination(s).

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