Faculty-Led Study Abroad Application Manual for Students

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Faculty-Led Study Abroad Application Overview

The Study Abroad Online Application is a solution designed to assist faculty members and students engage in the setting up and processing of Faculty-Led Study Abroad programs. This application allows students to find information about available Faculty-Led Study Abroad programs and the ability to submit an application or interest form. In addition, faculty and staff will be able to collect all necessary information about the student and the program as well as to review and process applications. Only faculty and staff members who are responsible for the setting up and processing of applications will have access to this application.

How to apply to Faculty-Led Study Abroad Program

1. Log in to https://mywings.unf.edu/
2. Go to the “Student” tab
3. Under “My Applications”, click on “Student Self Service”
4. Under “Student Services”, click on “Online Forms”
5. Under “Study Abroad”, click on “Faculty-Led Study Abroad Program”
6. Read the information presented on main page and when ready to begin the process, select the term in the “Select Term for Study Abroad” dropdown box and click “Next”. **Note:** all fields with red asterisks are required and must be completed to move on to next step or to “Submit” the application.

7. Verify “Student Information” highlighted below.

**Note:** If information shown is incorrect, please contact the Registrar’s Office via email via e-mail at records@unf.edu or stop by Hicks Hall (Building 53).
8. Complete “Emergency Contact Information”. Please note this information is required and should be accurate as it will be used in case of an emergency while traveling abroad.

9. Select “International Program Title” and click “Next”.

10. Under the Course Selection section, please select at least one course by checking the check box as shown below. **Important**: Some faculty-led study abroad programs are offered for more than one course, but for some programs you can only sign up for one course within the program. Please contact your professor or study abroad advisor if you have any questions.

11. Complete all applicable fields for the remainder of the form.
Note: Only fields with a red asterisk are required and must be completed to move on to next step. If you are unsure if this information is required for the program you are submitting this application/interest form, please contact the faculty member or study abroad advisor.

12. **Attaching an Essay**: Select the "Browse" button to select the file from its current location. Click on "Choose File" to select file and then click "Upload". When the file has been successfully loaded the file name will show beside the "Browse" button.

**Important**: Please note, NOT all programs require an essay. If you are unsure, please contact your professor or study abroad advisor.

**Tip**: Always include your name in any documents submitted electronically using this application. This will assist your faculty leader to easily identify individual documents.

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**Essay**

Only some program require essays. If you are unsure, please contact your professor or study abroad advisor.

**Upload Essay**: (Files allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.)

**Select Document and Click Upload:**

- **File to upload:**
  - [Browse.](FILE)
  - [John Carson's Essay.docx.](FILE)
13. To complete the uploading process click the “Upload” button you should see the following information when the document has been successfully uploaded.

14. **Passport Information:**

**Important:** When you first submit the application/interest form for a program you will NOT be able to submit a copy of your current passport. This feature will not be available to you until you have been accepted to the program you submitted the application for. This is a placeholder and a reminder that in order to meet all requirements for travel you will need to submit a copy of a valid passport meeting the guidelines described on this section.

Once you have been accepted to a program you will receive and email message asking you to navigate to the application to submit a copy of your passport.

15. **Attaching a General Document:** Select the “Browse” button to select the file from its current location. Click on “Choose File” to select file and then click “Upload”. When the file has been successfully loaded the file name will show beside the “Browse” button.

16. To complete the uploading process click the “Upload” button you should see the following information when the document has been successfully uploaded.
17. **International Center Information**: Please navigate to the International Center General Information and Requirements for faculty Led Study Abroad programs page and read the documentation carefully. Once you complete reading the information provided, check the check box provided on this application to acknowledge you have read, understand and accept the General Information and Requirements for the Faculty-Led Study Abroad Programs terms. You will not be able to submit your form until you have completed this and all other required items. This is a required item.

18. **Waiver and Release Agreement**: Please navigate to the link provided to read, print and complete the University of North Florida Study Abroad Program Waiver and Release Agreement. **Important**: If you are under 18 years of age, the Waiver must be signed by your parent or guardian. You **MUST** upload a completed Waiver below.
19. Once the document has been loaded, verify it is the correct document and click "Upload" to attach the document to your application/form.

**Waiver and Release Agreement**

Please click on [http://www.unf.edu/uploadedfiles/oa/intCtr/Waiver%20and%20Release%20Agreement%20for%20Study%20Abroad%20Programs.pdf](http://www.unf.edu/uploadedfiles/oa/intCtr/Waiver%20and%20Release%20Agreement%20for%20Study%20Abroad%20Programs.pdf) to read, print, and complete the University of North Florida Study Abroad Program Waiver and Release Agreement. If you are under 18 years of age, the Waiver must be signed by your parent or guardian.

You must upload a scan of the completed Waiver below.

![Upload a scan of your Waiver document](Select Document and Click Upload)

[Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel]


20. **Medical Disclosure:** Please read information provided and enter necessary information to answer each questions. Enter N/A for specific questions where an answer is not applicable. Check the checkbox to give permission to share this health information with the study abroad professor(s), the International Center Abroad staff, and other necessary University representatives.

**Medical Disclosure**

Your ability to effectively participate in study abroad activities is a primary concern of the University of North Florida. As a result, if you have a serious or chronic health condition which may interfere with your ability to participate in the proposed study abroad activities, we encourage you to consult with your health care provider to obtain his or her opinion regarding whether it is safe for you to participate in this study abroad experience. When you speak with your health care provider, you should make them aware of environmental issues regarding the country or countries to be visited and any other relevant fact(s) regarding the sites to be visited and your health. Useful information can be found on the travel pages of the websites for the Center for Disease Control ([http://www.cdc.gov](http://www.cdc.gov)) and the World Health Organization ([http://www.who.int](http://www.who.int)).

In addition to the above, we encourage you to advise your Faculty Leader of any chronic or serious health care condition that you may have so that the Faculty Leader is apprised of the issue and can take appropriate action on your behalf if a need for medical care arises. Please be advised that any condition that you disclose will be kept confidential and only shared with necessary University representatives to facilitate your safe participation in the study abroad activity. We have provided you with the following spaces below to disclose health care conditions, including allergies, so that all relevant parties are apprised of your condition(s).

**I have the following chronic or serious health condition:**

N/A

**I have been prescribed the following medications related to this condition or other health care needs:**

N/A

**I am allergic to the following medication(s):**

N/A

**I have the following allergies (unrelated to medication):**

N/A

[✓] I give my permission to share this health information with my study abroad professor(s), the International Center Abroad staff, and other necessary University representatives.
21. **International Center Safety Video**: All students traveling abroad are required to complete a safety session. For your convenience, the Safety Session has been made available on a video format. It is your responsibility to navigate to the video link provided, use the password provided, (unfstudyabroad) watch the video and certify you have completed this step. The International Center will be able to validate if you have completed the safety session.

![International Center Safety Video](https://vimeo.com/user40104145/unf-safety-and-security-abroad)

The password to view the video is **unfstudyabroad**

- [ ] I certify that I have watched the UNF Safety Abroad video in its entirety.

**Completion Date** 09/15/15

22. **T-Shirt Section**: Only some programs require you submit your T-Shirt size. If you are unsure, please contact your professor or study abroad advisor. To assist your faculty member in standardizing data and reporting, please use the suggested format when entering your T-Shirt Size.

![T-Shirt](image)

Please enter your t-shirt size in case your program includes t-shirts. Enter "W" women's or "M" for men's (e.g., WM, MXL, etc.).

- [ ] **W**XXL

23. **Statement of Understanding**: Please read the overall statement of understanding and acknowledge you have read and agreed to the policy statement for the study abroad program.

![Statement of Understanding](image)

By submitting this application, I understand that photos or video of me may be taken during pre-departure meetings, the study abroad program, or other events related to my participation in this program. The University has permission to use any of these photos/videos from study abroad related activities in promotional material.

- [ ] I acknowledge that I have read and agreed to the policy statement for this study abroad program.

24. When form is complete, click “Submit”

![Submit](image)

26. If you do not see submission success message, navigate to the top of the page for specific error message as shown below.

**Faculty-Led Study Abroad Application**

1. **ERROR:** You need to fill in all required fields (*`).

**Tip:** Most likely error could be that not all required information was provided.

**How to review an application status**

1. Log in to [https://mywings.unf.edu/](https://mywings.unf.edu/)
2. Go to the “Student” tab
3. Under “My Applications”, click on “Student Self Service”
4. Under “Student Services”, click on “Online Form Status”
5. View the information about your “Faculty-Led Study Abroad Application” including the date the application was submitted, the status of the application, and the date of the status change.

6. To view your application, click on “View”
7. If additional changes or information was required/requested by your faculty leader or program advisor, you will receive an email notifying you to make specific changes or provide additional information. Relevant information containing specific changes or information needed can be found in the body of the email on the "**Additional Information**" section. The email message will most likely be submitted by your faculty leader or program administrator. See sample email message below.

```
-----Original Message-----
Sent: Thursday, July 30, 2015 11:06 AM
To: John, Cain
Subject: Request No: 14715 - Faculty-Led Study Abroad Application additional information needed

Your Faculty-Led Study Abroad Application was approved by Honors.

Request No: 14715
Request Type: Faculty-Led Study Abroad Application

Request Details
----------------------------------------
Name: John Cain
Term: 201710
Location: AF

**Additional Information:**
Thank you for your completed application. We look forward to traveling together. Please resubmit a legible copy of your passport.

You can find all your online requests and their status by logging into "MyWings" and under the "Student" Tab inside the "Forms" channel select "Self-Service Forms". Click on "Previous Request Status"/"Request that Need Action" at the top of the list of forms. To make corrections to a saved request or a request that has been sent back for corrections, click on "Update/Submit" or "Make Corrections" under Request Form on the right hand side. Review the request, make the necessary corrections and click the "Submit" button.
```

8. Once you navigate to the “Student Online Request Status” page, make the necessary/requested changes by clicking on "Correct/Update and Submit". Click "Submit" when all changes have been completed.
Submitting a copy of your current passport

Once you have been admitted to the faculty-led study abroad program by your faculty leader or program advisor, you will receive an email notification to let you know you have been admitted to the program and to ask you to login into myWings to attach a copy of your current passport.

Please follow the instructions below to attach a passport:

1. Follow the steps described above to review your application status.
2. Navigate to the application needing review (in this case - attaching a current passport).
3. Scroll to the “Passport Information” section
4. To attach a passport, select the “Browse” button to select the file from its current location. Click on “Choose File” to select file and then click “Upload”. When the file has been successfully loaded the file name will show beside the “Browse”

5. To complete the uploading process click the “Upload” button. You should see the following information when the document has been successfully uploaded.

6. Click "Submit" to complete this process

Support

If you encounter a technical error/difficulty when using this application, please contact the help desk following the instructions below.
To submit an Information Technology Services request within myWings or at http://help.unf.edu use the instructions provided on this page: How to submit a request to ITS?

In addition to online submissions, the ITS Help Desk may be contacted by phone (904-620-4357), e-mail or in-person visit to request assistance.

For all other questions related to the faculty-led program requirements, please contact the program instructor or study abroad advisor.