Faculty-Led Study Abroad Application Manual for Students

Version 2.0
8/25/15
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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.

```
Faculty Led Study Abroad Application
Information and Guidelines

Welcome to the University of North Florida faculty-led study abroad application, and congratulations on your decision to study abroad! Be sure to fill out the below fields as completely as possible to assure timely processing of your application. Please take note of the following. Applying for multiple international activities and terms using one application is not allowed. Only one application per international activity per term will be considered.

Submissions of this form does not necessarily confirm your acceptance to a particular program; see your program’s application details on the following pages.

International Center
To request additional information, please contact the International Center, Bldg. 18 East, Room 2300 or:
Tel: (904) 20-2657 Fax: (904) 620-3825
Email: info@unf.edu

//www.unf.edu/intlct

Coppin College of Business Study Abroad
Students applying for a program through the Coppin College of Business must read the notes listed here: [www.unf.edu/academicinfo/coppin abroad/abroad/Student_Guideline.pdf] (Student_Guideline.pdf). *Note:* To submit an application, you are agreeing to read faculty-led application and travel policies. If you have questions about Coppin programs or policies, contact Study Abroad Advisor, Admissions Office 1/16AB 1st floor, or Coppin_advisor@unf.edu.

For detailed instructions on completing the study abroad application for Coppin programs, please see our website:
Coppin College of Business, Bldg. 16, Rm 2125 or
Tel: (904) 20-2515 Fax: (904) 20-5804
Email: coppin.abroad@unf.edu

//www.unf.edu/coppin/abroad/

Select Term for Study Abroad: Spring 2017

7. Verify “Student Information”

```
Student Information

<table>
<thead>
<tr>
<th>Name: Nicholas</th>
<th>Student ID: 100002</th>
<th>Date of Birth: September, 1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNF Email: n000000</td>
<td>Alternative Email</td>
<td>Gender: Male</td>
</tr>
<tr>
<td>Ethnicity: White</td>
<td>Addr: 39</td>
<td>City: Jacksonville</td>
</tr>
<tr>
<td>St: Jacksonville</td>
<td>Zip: 32224</td>
<td>Level: Junior</td>
</tr>
<tr>
<td>UNF GPA:</td>
<td>Cum GPA:</td>
<td>Trans GPA:</td>
</tr>
<tr>
<td>Matric Term: Summer 2011</td>
<td>Honors Program: Not in University Honors</td>
<td>Major:</td>
</tr>
<tr>
<td>Acad Status: Good Standing</td>
<td>Credit Hrs: 75</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Contact Information

It is the student’s responsibility to notify the faculty leader of any change in address, phone number, or email.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Cell Phone: 904-345-5643</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Applicant: Father</td>
<td></td>
</tr>
<tr>
<td>Contact Address: <a href="mailto:john.dumas@gmail.com">john.dumas@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Student US Citizen: Yes</td>
<td></td>
</tr>
</tbody>
</table>

*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. **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 the next step. If you are unsure if this information is required for the program you are submitting this 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".

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

```
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
```

```
Upload  ✔  Word Document loaded
```

14. Attaching a copy of your Passport: Before attaching a copy of your passport, please read the instructions provided and visit the link provided if you need to obtain or update your passport. If you are ready to upload 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”

```
Passport Information
```

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Note: Passport & Visa information
Passport must be valid for 6 months after the return date of the study abroad program. Be aware of and comply with all visa requirements of the countries you will visit before departing on your study abroad trip.

Non-U.S. Citizens - Take with you all documents necessary for re-entry into the United States. F1 visa students - Check with your faculty leader or your International Student Advisor regarding travel outside the U.S. and re-entry. Check with the International Center if you have any questions.
See http://travel.state.gov for passport application.
```

```
Upload a scan of your passport picture page: (Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.)
```

```
Select Document and Click Upload:
```

```
File to upload: Browse
```

```
Upload  ✔  No Document Provided
```

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

```
Upload a scan of your passport picture page: (Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.)
```

```
Select Document and Click Upload:
```

```
File to upload: Browse
```

```
Upload  ✔  Image loaded
```

```
```
16. Repeat the processes above to upload a general document if needed or requested by the faculty leader or the international Center.

17. International Center information: Please navigate to the International Center General Information and Requirements for faculty Led Study Abroad programs and read the function carefully. Once you complete reading the provided information check the check box provided to acknowledge you have read, understand and accept the General Information and Requirements for the Faculty-Led Study Abroad Programs. You will not be able to submit your form until you have completed this and other required items.

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. 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.
19. Once document has been loaded, verify it is the correct document and click “Upload” to attach the document to your form.

20. Medical Disclosure: Please read information provided and enter necessary information to answer each question. Enter N/A for specific questions where an answer is not applicable. Check the checkbox to give 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, watch the video and certify you have completed this step. The International Center will be able to validate whether or not the student has completed the safety session.

![International Center Safety Video]


The password to view the video is: unfstudyabroad

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

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]

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

[ ] [ ]

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]

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”

![Select Action/Reason if requested. Then click the "Submit" Button.]

Submit your request.

26. If you do not see this message, navigate to the top of the page for specific error message

Faculty-Led Study Abroad Application

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 a application status

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 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 by your faculty led or program advisor, you should have received 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. See example 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 changes by clicking on "Correct/Update and Submit". Don't forget to click "Submit" when you're done to save and send changes back for review.