

Student Groups Traveling Abroad

International Student Group Proposal Form

- **Who should complete the International Student Group Proposal?**
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.

Proposal Process and Individual Student Application Process

- **Where is the link to the Proposal PDF?**
The link to the Proposal PDF can be found on [Proposing a Non-Academic Group Program](#)
- **Is there an individual student application?**
Yes. Once the proposal has been received and reviewed, 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 individual program application?**
*If the primary trip leader is a student and is going on the trip – yes, this student needs to submit 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.*
- **If the primary trip leader is a faculty/staff member, does this faculty/staff leader need to submit 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 Proposal is submitted and reviewed by Education Abroad, the Education Abroad Advisor will send the primary trip leader an email with the link to share with all participants.

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- **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 in a student group trip abroad?**
Texas A&M University requires students to have a minimum 2.0 GPA to participate in education abroad programs, as well as be in [good academic standing](#) and [good conduct standing](#). The student organization coordinating the program might have additional requirements.
- **Can students who have graduated participate in a Student Group 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/January 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.*

Trip Leader Requirement and Education Abroad Fee

- **How many trip leaders must each group have identified?**
The requirement of two trip leaders remains in place. These could be Texas A&M faculty, graduate assistants, staff, or student leaders. In some cases, the second leader may be in the in-country program partner.
- **How much is the Education Abroad Registration Fee for International Student Group programs?**
\$100 per student. The details about this fee can be found on our website [here](#).
- **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.*

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- **When will the Education Abroad Fee be billed?**
Approximately one 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 \$100 Education Abroad Fee?**
Yes, the \$100 fee includes enrollment in the CISI group insurance policy for all students and faculty/staff on the trip.
- **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.
- **What does the CISI coverage include?**
The coverage provided by CISI for medical insurance and emergency assistance is very comprehensive. The latest CISI policy can be found on the [Health and Safety](#) webpage.