



Field Trips are designed for a group of students to travel abroad with a Texas A&M faculty or staff member as an overseas component to a credit-bearing or zero-credit course taught on campus. More than 50% of the course must be taught on campus. Texas A&M faculty or staff direct the group and coordinate all the arrangements with support from their department or college. More information is available at <https://global.tamu.edu/ea/program-development/field-trip>. Please submit the completed form and required attachments to [fiabroad@tamu.edu](mailto:fiabroad@tamu.edu) by the applicable deadline: **October 15** (spring and winter trips), **December 15** (summer trips), or **February 15** (fall trips). Questions may be directed to [your college liaison](#) or Education Abroad at [fiabroad@tamu.edu](mailto:fiabroad@tamu.edu).

## TRIP INFORMATION

**Trip Name:** \_\_\_\_\_

*Trip name format: <Country or Region><College, subject area, or course #> Field Trip*

**Travel Dates:** \_\_\_\_\_

**Countries to Visit:** \_\_\_\_\_

**Expected number of students:** \_\_\_\_\_

**Expected number of leaders:** \_\_\_\_\_

**Will you use the Education Abroad Portal to recruit/select students?** ☐ Yes ☐ No

**Trip Purpose:**

## PROGRAM LEADER(S)

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**COURSE(S)**

**NOTE:** If your program is not associated with a course, please complete the [non-academic group trip proposal](#).

Course Prefix, Number, and Section:	Credit Hour(s):	Term:
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**IN-COUNTRY PARTNER REQUIREMENT**

To provide logistical support, meet safety standards, and university contractual requirements, program leaders must work with a partner and/or third-party provider. This format requires a valid contract with prepayment of most expenses to reduce financial transactions on the ground. Please contact Education Abroad or your [college liaison](#) for provider suggestions before completing this form.

**Name of Provider:** \_\_\_\_\_

**How did you choose this partner/provider? (ensure you have a contract to prepay expenses)**

**What support will they provide? (e.g. accommodations, transportation, excursions, etc.)**

**ITINERARY**

Provide a tentative daily schedule of activities including locations. It is understood that some components may change before travel. A final itinerary will be requested later. Please also attach any relevant provider's proposal, quote, or correspondence.

[ ] I have attached the program itinerary

**FEE INFORMATION**

**Field Trip Fee (Select One)**

There is no fee for this trip, or expenses will be paid by the department/college.

Our college/department will charge a fee to students for the program logistics.

**All field trips must submit a fee approval request to the Provost Field Trip Portal - <https://aitsapps.tamu.edu/fieldtrip/>. A business admin/coordinator may submit the fee request. Please contact the Provost Portal team with questions about your fee submission. NOTE: EA must receive this registration form before your fee request can be approved.**

Education Abroad Service Fee (Select One)

Education Abroad Charges a \$200 per student fee for field trips ([EA Fee Structure](#)). Please indicate how this fee will be collected:

- From students directly
- Via IDT from our department/college

Preliminary Risk Assessment

The primary concern of all programs traveling abroad is the wellbeing, health, and safety of its participants. Program plans must demonstrate clear understanding of the risk environment and detail appropriate risk mitigation strategies. Many risks can be mitigated through thoughtful program design, pre-departure education, and consulting knowledgeable sources. Education Abroad is available to assist in developing security, health, and safety program protocols with you.

Refer to the EA information at: <https://global.tamu.edu/program-development> . Additional resources: [TAMU Extreme and High Risk Countries](#) [U.S. Department of State](#), [Centers for Disease Control and Prevention](#).

Using each category below, please indicate the risks that may affect your program.

Potential Risks to Health, Safety, & Security:      Yes:☐      No:☐      *If yes, mitigation measures to plan*

Terrorism

Civil unrest

Criminal activity

Natural disasters

Infectious diseases

Water and food safety

Other (ex. transportation)

Program Activities and Itinerary

Program excursions and activities (cultural and academic) are an inherent part of study abroad programs and should be listed in the itinerary, as well as any optional activities. Please list the program activities you plan to offer and address student preparation and risk mitigation measures.

Please review the University International Insurance plan from CISI for '[Exclusions and Limitations](#)'. Program leaders are advised to review this document before planning activities.

Planned Activities	Preparation and Risk Mitigation Measure to be adopted
Ex: walking/hiking	Inform applicants of walking and fitness (2-5 miles/day). Practice

# Texas A&M University

## INTERNATIONAL FIELD TRIP REGISTRATION FORM



TEXAS A&M UNIVERSITY  
Education Abroad

*NOTE: We understand that some activities and/or visits may change after approval of this proposal. Please remember these assessment and mitigation considerations when finalizing your itinerary.*

### SIGNATURE SECTION

All are **REQUIRED**. Contact for [college liaison](#) if you need assistance with signature routing.

Primary Trip Leader Name:	_____	Department:	_____
Leader Signature:	_____	Date:	_____
Department Head Name:	_____	Department:	_____
Dept. Head Signature:	_____	Date:	_____
College Liaison for Education Abroad Name:	_____	Date:	_____
Liaison Signature:	_____	Date:	_____
College Dean Name:	_____	Date:	_____
Dean Signature:	_____	Date:	_____

### SUBMISSION DEADLINES

Field Trip submission deadlines to Education Abroad and Provost Portal:

**October 15 - for Spring and Winter programs**

**December 15 – for Summer programs**

**February 15 - for Fall programs**

*It is recommended you submit this form at least one month before the above deadlines.*

**REMINDER:** You must **also submit** a Field Trip request through the Provost Portal at <https://aitsapps.tamu.edu/fieldtrip/>, regardless of whether you will request a fee. Per the Provost Office, requests including a fee must reach the **Final Approval status** by their posted deadline. Please contact the Provost Portal Team with any questions regarding submission.

For more information and the Field Trip budget template, visit <https://global.tamu.edu/ea/program-development/field-trip>.