

International Field Trip: Instructions for Registering with the Study Abroad Programs Office

The A&M IBUS 456 Field Trip: Switzerland, Italy, and France is now open for registration! Please follow the instructions below to complete your registration with the Study Abroad Programs Office (SAPO). It's important that you register your international experience with SAPO prior to going abroad, as it allows authorized Texas A&M University personnel access to your emergency contact information should an emergency arise while you are abroad. Registering also allows the SAPO Field Trip Advisor to enroll you in HTH Worldwide Insurance for the duration of your international field trip. Please register by 5:00pm on the **REGISTRATION DEADLINE** listed below.

NOTE: Our registration system functions best in Mozilla Firefox. If you are unable to use Mozilla Firefox as your Web browser, please make sure that your cookies and JavaScript are enabled on the browser that you do use.

REGISTRATION DEADLINE: Friday, April 1, 2011

1. To register for this trip, go to <http://studyabroad.tamu.edu/?go=IBUS456>. Click the **Apply Now** button, then **OK** on the dialogue box.
2. A page that asks **"Are you currently a registered user at TAMU with TAMU login credentials?"** will appear. Click **Yes**, then **Submit**.
3. Login using your TAMU **NetID** and password.
4. Click on the available term, then **Apply**.
5. You should now be able to see the Program Application Page (Application Phase). Complete all of the elements listed in the right-hand column according to the instructions provided. These elements include:
 - a. **Required Online Application Documents:**
 - Emergency Contacts
 - General Application Information
 - Medical Consent
 - b. **Required Documents:**
 - International Student Status Check
 - c. **Required Signature Documents**
 - FERPA Waiver
 - Study Abroad Terms of Participation and Release Form

NOTE: If you have completed an element successfully, a check mark will appear in the "Received" box next to that item. Once all of the elements are marked as "Received," you may logout.

6. Once you have completed the online registration system, the SAPO Field Trip Advisor will change your status from "Pending" to "Approved." Note that this is **not** an automated process, so your status will not change immediately. You should receive an email notification once this change in status has been made. Once your status has been changed to "Approved," you will need to login to the registration process and **CONFIRM** your participation in this field trip. Please note that you must have a "Confirmed" status before you can participate in this international field trip.