

Completing the International Travel Form for JPC Applicants

****Begin 7 days before JPC deadline****

******Please read this whole guide before embarking on downloading the form******

1. Click the link below. This link is NOT available from the public ISO website. You must use the link off of this guide and the JPC website.

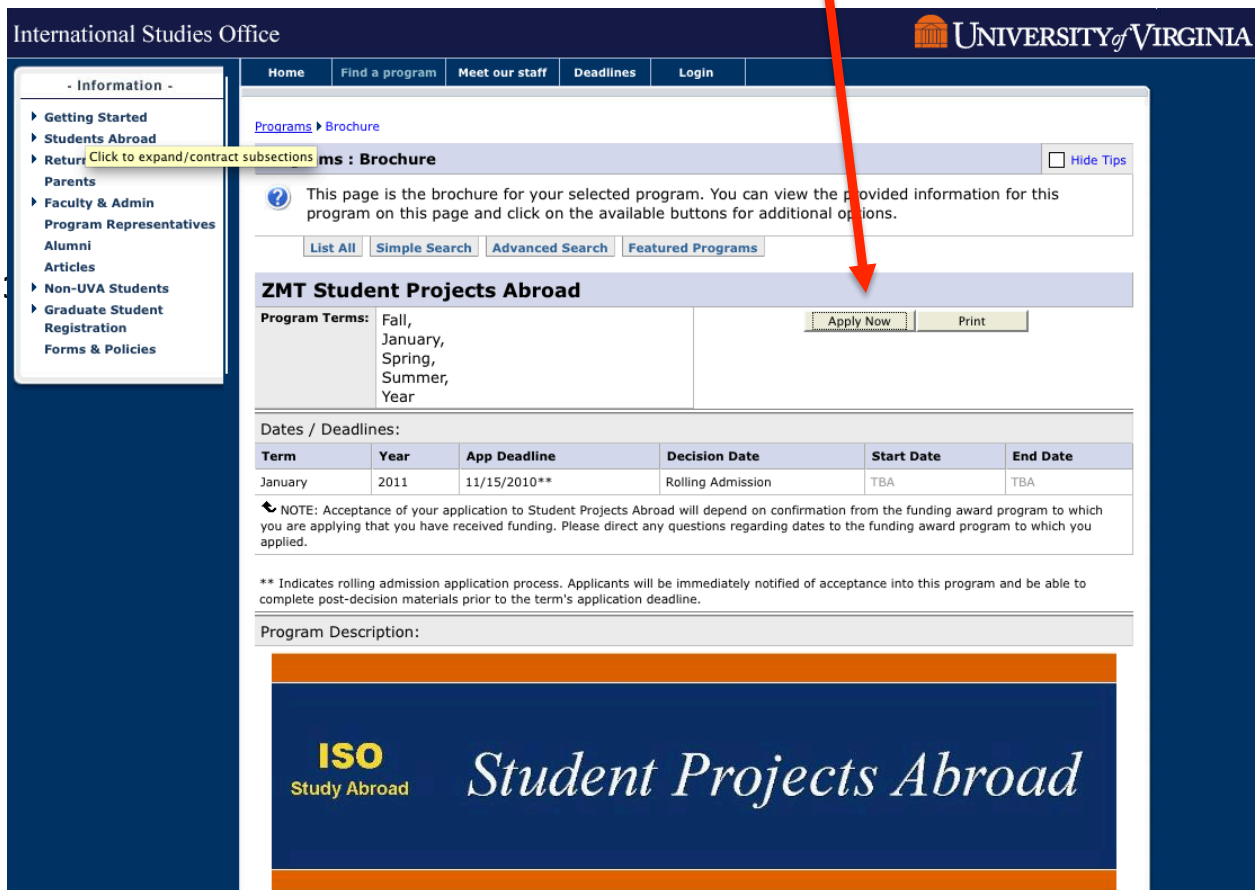
http://www.studyabroad.virginia.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=0606757D714F0A0572700C7407021C017B0B75140E7C737F6E0073730575017371740201700674760D&Type=R

****Note that only ONE JPC student should enter the project information. However, you will be asked to provide your team member names later on the downloaded form.****

Also, please read step #9 now and prepare your answers in advance. We recommend you type answers in a Word document and save the file. Then you can paste your answers in the ISO pdf form.

Lastly, if you have already done study abroad or registered for off campus credits through ISO, you will already have an account in the system and may not see all of the screens shown below.

2. Click the “Apply Now” box in the top right corner:



International Studies Office

UNIVERSITY of VIRGINIA

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Information -

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Programs > Brochure

This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All Simple Search Advanced Search Featured Programs

ZMT Student Projects Abroad

Program Terms: Fall, January, Spring, Summer, Year

Apply Now Print

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
January	2011	11/15/2010**	Rolling Admission	TBA	TBA


NOTE: Acceptance of your application to Student Projects Abroad will depend on confirmation from the funding award program to which you are applying that you have received funding. Please direct any questions regarding dates to the funding award program to which you applied.

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Program Description:

ISO Study Abroad Student Projects Abroad

3. Choose "Yes" and log in with your UVa Netbadge Login:

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Security > User Identification Wizard: Step 1


Security : User Identification Wizard: Step 1 Hide Tips

Please answer the following question to indicate the type of login you will be using.

Are you currently a registered user at U.Va. with Computing ID or Netbadge login credentials?

Yes No

Submit

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Security > Login (existing user)

Security : Login (existing user) Hide Tips

To login, please enter your username and password in the form provided below.

Please log in:

Username:

Password:

Login

[Forgot your password?](#)

U.Va. Applicants, use Computing ID or Netbadge Secure Login.
In order to initiate an application, UVa students will need to login to the system. Please use your **NetID or Computing ID** and password to complete this process.

Non-UVa students must request a username for this site before applying. If you are a Non-UVa student, please click on the link below and complete the online form which appears. The system will then generate a unique user ID and password for you. (More info: <http://www.itc.virginia.edu/accounts/changelost.html>)

4. Enter: the term for which your group proposes to conduct its JPC research-service project; your JPC project location, and intended travel dates. If your location is not listed, email support-studyabroad@virginia.edu. It usually takes 2-4 hours to get the new location listed on the system.

Click Apply.

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- Administration -

- Applicant
 - My Home
 - My Inbox
 - My Applications

Admin Help

Applicant Home | User: Megan Raymond

Your Home Page > Available Program Terms Hide Tips

Your Home Page : Available Program Terms

Please select a term for which you intend to apply from the following list. By clicking Apply, you will create an application for the requested term. This is the first step in the application process. The page that follows will provide instructions on how to complete your application.

Available Terms

Spring, 2011

Summer, 2011

January, 2011

Program Information:

Location(s):

Available		Selected
Aberdeen, United Kingdom (Europe)	>>	
Accra, Ghana (Africa)	All >>	
Addis Ababa, Ethiopia (Africa)	<< All	
Adelaide, Australia (Australia/Pacific Islands)	<<	
Alajuela, Costa Rica (Central America)		
Alexandria, Egypt (Africa)		
Alice, South Africa (Africa)		

You can select multiple locations from the Available list box by control/command-clicking on multiple items.

NOTE: If your destination(s) does not appear in this list, please contact support-studyabroad@virginia.edu regarding this application.

Dates:

Departure: (Format: MM/DD/YYYY)

Return: (Format: MM/DD/YYYY)

< Cancel - - Reset - - Apply >

continued ->

5. You should then see the “Required Applicant Information” Screen. Once you complete this screen, you will not see it again when you log into the system.

For the “Scholar Status” question, please select “Jefferson Public Citizen.”

Your Home Page : Required Applicant Information Hide Tips

Please use the form provided below to fill in the required information.

Before proceeding to your application page, certain required information must be provided.

Applicant Parameters:

Required Parameters:

Virginia Resident*
Are you a legal resident of the state of Virginia? Eligibility for in-state educational privileges, including in-state tuition rates, is governed by Section 23-7.4 of the Code of Virginia. If you are claiming Virginia residency for tuition purposes, you must meet the requirements to qualify for in-state tuition and fees. The residency requirements may be found at: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-7.4>. Students will be required to submit proof of residency.

Yes No

Academic Year*
Indicate your current academic year? (For example, if you are applying as a Junior, you should enter 3rd)

Choose One: [v]

Major*
Please enter your declared major. If you do not have a declared major, please enter "none". If during the application process this information changes, please update it appropriately.

[Text Input Field]

Optional Parameters:

Local address correct
 Yes No

Local address valid until
Month: [v] Day: [v] Year: [v]

Emergency Contact Email
[Text Input Field]

Scholar Status
None
CGH University Scholar
Dean's CGH Scholar Award in Medicine
Double Hoo Research Scholar
Echols Scholar
Fogerty International Center Scholar

* Required

Required Addresses:

Emergency Contact

Address: [Text Input Field]

City: [Text Input Field]

State: [Text Input Field]

Province: [Text Input Field]

Zip Code (or Postal Code): [Text Input Field]

Country: United States [v]

Phone: [Text Input Field]

Mobile: [Text Input Field]

Addressee Name: [Text Input Field]

Addressee Relationship: [Text Input Field]

< Cancel - Reset - Save >

6. You should then see the “Program Application Page—Pre-Decision”. Click the link to “ZMT: Travel For Student Research and Learning Abroad” under the “Material Submissions” box.

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Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

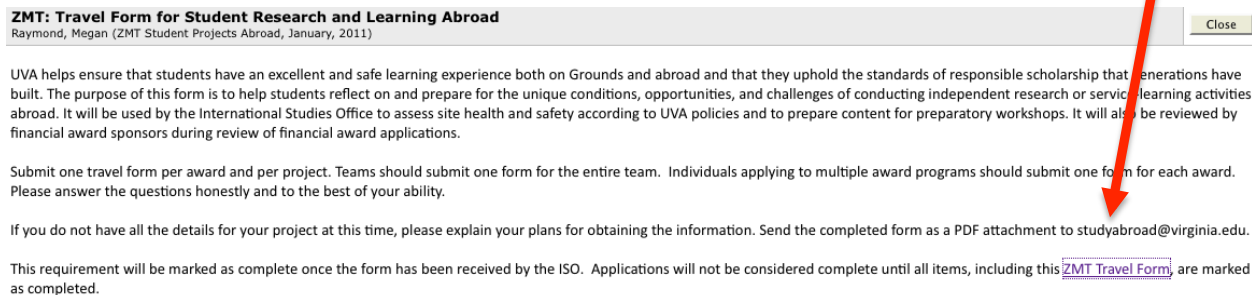
Program Application Page (Pre-Decision) Hide Tips

? This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column(material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

<p>Megan Raymond</p> <p>Program: ZMT Student Projects Abroad</p> <p>Term/Year: January, 2011</p> <p>Deadline: Nov 15, 2010</p> <p>Dates: Jan 01, 2011 - Jan 10, 2011</p> <p>NOTE: Acceptance of your application to Student Projects Abroad will depend on confirmation from the funding award program to which you are applying that you have received funding. Please direct any questions regarding dates to the funding award program to which you applied.</p>	<p>Material Submissions</p> <p>Click the following to view instructions and/or printable forms which require the physical submission of materials.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>ZMT: Confirmation of Funding Award</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ZMT: Travel Form for Student Research and Learning Abroad</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	ZMT: Confirmation of Funding Award	<input type="checkbox"/>	ZMT: Travel Form for Student Research and Learning Abroad	<input type="checkbox"/>
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ZMT: Travel Form for Student Research and Learning Abroad	<input type="checkbox"/>						
<p>Application Instructions</p> <p>UVA helps ensure that students have an excellent and safe learning experience both on Grounds and abroad and that they uphold the standards of responsible scholarship that generations have built. The purpose for collecting the information here is to help students reflect on and prepare for the unique conditions, opportunities, and challenges of conducting independent research or service-learning activities abroad. It also allows the International Studies Office to assess site health and safety according to UVA policies and to prepare content for preparatory workshops. The Travel Form requirement will also be reviewed by award programs during review of financial award applications.</p> <p>Use the buttons below to register any secondary destinations for your international experience.</p> <p><input type="button" value="Additional Destination 1"/></p>	<p>Application Questionnaire(s)</p> <p>Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>ZMT: Passport Application</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ZMT: Previous International Experience</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	ZMT: Passport Application	<input type="checkbox"/>	ZMT: Previous International Experience	<input type="checkbox"/>
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<https://www.studabroad.virginia.edu/index.cfm?FuseAction=Students.Applications>

7. This will create a small pop up window with only text. Click the link in the bottom right corner named “ZMT Travel Form.”



ZMT: Travel Form for Student Research and Learning Abroad
Raymond, Megan (ZMT Student Projects Abroad, January, 2011) Close

UVA helps ensure that students have an excellent and safe learning experience both on Grounds and abroad and that they uphold the standards of responsible scholarship that generations have built. The purpose of this form is to help students reflect on and prepare for the unique conditions, opportunities, and challenges of conducting independent research or service learning activities abroad. It will be used by the International Studies Office to assess site health and safety according to UVA policies and to prepare content for preparatory workshops. It will also be reviewed by financial award sponsors during review of financial award applications.

Submit one travel form per award and per project. Teams should submit one form for the entire team. Individuals applying to multiple award programs should submit one form for each award. Please answer the questions honestly and to the best of your ability.

If you do not have all the details for your project at this time, please explain your plans for obtaining the information. Send the completed form as a PDF attachment to studyabroad@virginia.edu.

This requirement will be marked as complete once the form has been received by the ISO. Applications will not be considered complete until all items, including this [ZMT Travel Form](#), are marked as completed.

8. This prompts your browser to download a pdf called “ISO.” Complete the entire pdf Travel Form to the best of your ability and email it to studyabroad@virginia.edu by December 1st.

****Keep a copy to submit with your full JPC application on December 1st.****

9. **Please Note:** The Travel Form will ask you to answer the following questions. You must complete your answers on the downloaded pdf and send it to studyabroad@virginia.edu. A copy is also required for your JPC full application.

- **Award Name:** Please indicate the name of the award for which you are applying. (Submit a separate form for each award.)
- **Title and Abstract:** Please provide a title and brief abstract for the project, its rationale and expected outcomes. (75 words or less)
- **Student Name(s):** If this is a team or group project, please list the names of all the students on the team.
- **Location(s):** Please list the city, state or province, and country location(s) where you propose to conduct your project with an approximate guess of the dates you or your team expect to be there.
- **Language(s):** What language(s) is spoken in your destination(s)? What language(s) will you or your team use to carry out the project? If not English, describe your proficiency and how it was acquired. If you will use a translator, explain how they will be recruited and how day-to-day challenges will be handled when they are unavailable.
- **Other Cultural Differences:** What differences other than language do you or your team expect to encounter in the location(s), both day-to-day and with the groups you plan to work with? Even if you propose travel to your or a team member’s home country, please explain how the project will change your relationships or expose you to unfamiliar situations.
- **Impact,** What do you anticipate will be the impact of the project in the location(s) you or your team will be living and working? How will it impact your partner(s)’ lives and work?

- **Preparations:** What preparations are you undertaking to conduct research in this location(s)? For example, what do you or your team know about the local climate, geography, community, and amenities? What coursework or study has contributed to your knowledge? Will any visas or national, regional, or local government approvals be required in order to conduct your project and how will they be obtained?
- **Contingency Planning:** U.Va. does not permit travel to countries with a State Dept. Travel Warning. Are there any current Warnings or Alerts for your destination(s)? (See <http://www.travel.state.gov>)
- **Travel Warning? Yes No Travel Alert? Yes No:** Please describe any current or potential safety issues at the project location(s) or related to the project. These may include threats or a history of natural disaster, terrorism, conflict, disease, crime, road safety, issues related to nationality, gender, religion, ethnicity.
- What health issues and/or vaccination requirements exist for your destination(s)?
- **Advisors:** List the name and department of the faculty at U.Va. who is advising the project.
- Who else will serve as advisors, contacts, and resources for the project on Grounds and abroad? Please include people or institutions that will act as hosts or guides in arranging housing and transportation.