

Office of International Programs

**Study Abroad Faculty & Non-Academic
Led Program Guidance**



Office of International Programs

Mission Statement:

The Office of International Programs (OIP) at Texas A&M Commerce is dedicated on providing academic, cultural, professional enrichment for its students and faculty who have the opportunity to learn and teach overseas as an extension of their time at Texas A&M Commerce. OIP is a wing of Texas A&M Commerce and the US education system in a means of creating long lasting ties that benefit citizens around the world to advance research, innovation, and collaboration into the 21st century.

Office of International Programs



International Student
Services



Study Abroad



International
Partnerships

Study Abroad Timeline

Freshman

Sophomore

Junior

Senior

Establish your
International
Interest on
Campus

Join your first
faculty led program,
Develop your
academic/profession-
al abilities.

Do a Semester
Exchange
Program

Do a program to be
a capstone of your
academic &
professional time at
TAMUC

Graduate Students Consult OIP to for guidance of how this can support your graduate studies goals.

The 10 Process

- 1 – Program Verification
- 2 – Safety and Security Assessment
- 3 – Program Preparation
- 4 – Program Approval
- 5 - Program Application Deadline
- 6 – Student Selection Process
- 7 – Pre-Departure Checklist
- 8 – While in Country
- 9 – Post Program Evaluation
- 10 – Program Continuation

1 – Program Verification

When conducting a program within your department or office, programs will need to go through a verification process of getting approval by your academic or non-academic dean. With this process, OIP asks all programs to submit information to us in formation of marketing the program for the upcoming academic year.

Form to Submit

[Initial Study Abroad Program Approval Form](#)

Initial Study Abroad Program Approval Form

- Program Details
- Application Materials
- Academic Details (For Academic Based Programs)
- Foreign Language
- Sources of Funding
- Program Leaders
- Approval Letter

Why this information Matters

Announcements

Getting a passport can now take months

Education Abroad suggest getting or renewing passport right now for 2022 programs. [\[View Details\]](#)

Programs : Program Search (results)

Simple Search

Advanced Search






Map Search

Program Discovery

Following is the list of programs based on the search criteria. Click any program name to view details or to apply. ✕

You searched for **Outgoing** programs within any term, sorted by **Program Name** in **ascending** order.

Program search results

Program Name ↑	City	Country	Region	Save/Share
★ A&M Costa Rica Veterinarians Without Borders Student Group	San Jose	Costa Rica	Central America	 
★ A&M Africa Wildlife Conservation & Health - Track 1 Summer Faculty-led	Johannesburg	South Africa	Africa	 
	Vaalwater	South Africa	Africa	
★ A&M Africa Wildlife Conservation & Health - Track 2 Summer Faculty-led	Johannesburg	South Africa	Africa	

A&M Africa Wildlife Conservation & Health - Track 1 Summer Faculty-led



- Overview
- Cost & Funding
- Health & Accessibility
- Resources
- Application

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
------	------	--------------	---------------	------------	----------

There are currently no active application cycles for this program.

#2 – Safety & Security Assessment

Based off the Program verification submission process, your intended countries/locations will be shared to Risk Management for assessment.

The Office of Risk Management is essential on approving the location(s) of your intended program on a safety and security standpoint.

Form to Submit within Approval Process

[Risk Assessment Form](#)

#3 – Program Preparation

To-Do Checklist

- Export Control Screening
- International Traveler Questionnaire
- Itinerary / Budget Form / Grant & Additional Funding receipts
- TrainTraq Transcripts of program leaders:
 - Safe Passage
 - Foreign Corrupt practices Act
 - Export Controls

This information is associated with the requirements you'll need to submit within the concur process.

**Program Preparation
Materials Deadline**
August 3, 2022



Export Control Screening

When going overseas, you must consider how you would abide by Texas A&M system compliance on protecting intellectual properties and other physical essentials to your program overseas.

<http://www.tamuc.edu/research/ComplianceOverview/ExportControls/default.aspx>.

TRAVELER CHECKLIST

	Unknown	Yes	No
1. Will you travel to an embargoed destination (e.g. Cuba, Iran, North Korea, Sudan, Syria)? For current list see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx			
2. Will you take information, technology or items subject to export control regulations and not widely available in the public domain? (e.g. technology, software, and information related to the design, production, testing, maintenance, operation, modification, or use of controlled items or items with military applications – see Attachment 1 for general categories. This does not include basic marketing information on function or purpose; information regarding general scientific, mathematical or engineering principles commonly taught in universities; or information that is generally accessible in the public domain.)			
3. Will you be taking biological or hazardous material? a. If yes, please identify: _____			

International Traveler Questionnaire

This document will be required if considering traveling into a extreme risk country.

The Texas A&M University System Office of Risk Management
INTERNATIONAL TRAVEL QUESTIONNAIRE FOR EXTREME RISK COUNTRIES

Date:

Name of Traveler(s):

Member:

Purpose of Trip/Project and Benefit to the State of Texas:

Departure date from US: Return date to the US:

Destination Country:

Destination City:

If you plan on traveling to more than one location, please list the regions and or towns you may visit:

What is the planned method of transportation to destination and while traveling within the country?

What are your housing accommodation plans?

Are you aware of current safety, health, and security concerns in your destination? Please very briefly elaborate below:

How do you plan to address these security concerns during your trip?

If traveling with a security detail, please provide information on how security firm was obtained and level of security:

Itinerary

E28						
A	B	C	D	E	F	G
1	Program Name	Ghana Without Borders				
2	Intended Country	Ex - Ghana				
3	Intended Dates	Ex. May 15 - May 24				
4						
5	Program Itinerary Description + Notes					
6	This program will be centralized in Accra, Ghana where we have scheduled for special events other conducting our normal routine of studying in a particular community while also working in the fields to conduct our research.					
7						
8	Day	Location	Time Window	Order of Events	Event Descriptions	Daily Local Contact Information
9	14-May	TAMUC - RSC	2:45am - 3:00am CST	Program Pre-departure check in	Organize Program team at RSC for bus pick up and check-in at 2:45am Team Leaders will ask students to check in at the RSC with role call and document submission of materials needed for program.	Driver Contact information + Company
10		TAMUC - RSC to DFW	3:00am - 3:30am CST	Final check in & Bus Pick up	Bus Company will arrive at 3:00am and depart at 3:30am to DFW airport During Ride, team leaders will go through today's intinerary and program conduct.	
11		DFW to Accra International	3:30am - 7:00am CST	Bus departure and DFW Airport	Students and team will embark on flight D12345 with United Airlines at 7:00am. Prior to flight departure, students are allowed to get food prior to their international trip to Ghana	
12	15-May	Accra International	11:30pm - 2:00am GMT	Customs, luggage, and pick up	Team leaders will ensure a customs process for all students and keep team together for luggage claim. The Transportation vendor Accra Busing representative will be waiting at our luggage clam location.	Driver Contact information Hotel Contact Information Chamber of Commerce Contact Information
13		Accra International to Hotel	2:30am - 3:30am	Hotel Check in / quick breakfast	Program will check in and have a short team breakfast in hotel about expectations of the day and timeline for the new day.	
14		Hotel	3:30am - 1:00pm	Program sleep/rest	Team will rest	
15		Hotel to restaurant	1:00pm to 2:30pm	Check in and Team Building Lunch	This lunch will get the team organized for the evening plans of being special guest of accra farmer leaders	
16		Restaurant to Chamber of Commerce	2:30pm to 6:30pm	Chamber of Commerce Presentation - Project	This activity will provide students context to the work they'll be conducting the rest of the program in a way that is measurable to course outcomes.	
17	Chamber of Commerce to Restaurant	6:30pm to 9:00pm	Chamber of Commerce welcome Dinner	Program members will enjoy a local dish, leaders will exchange		
18	Restaurant to Hotel	9:00pm to 10:00pm	Day Closing at Hotel	Reflection of day, Hotel Room check		
19	16-May	Hotel	8:00am to 9:00am	Program check-in / Lunch	order of events	
20						
21						
22						

Budget Form

- Costs associated with transportation, housing, food, and “other” broken down
- Provides vendor information per program
- Associates your itinerary with costs per location.
- Compiles Program Total costs
- Student Costs vs Leader/Faculty Costs

	Program Total Costs	Student Total	Leader/Faculty Total	Total Costs
Program (May 14 - 24)	\$ 3,450.00	\$ 3,450.00	\$ 6,900.00	
Number of Participants (Students)	10	2	12	
Total Program Estimated Cost	\$ 34,500.00	\$ 6,900.00	\$ 41,400.00	
Program Associated Fees*	\$ 2,000.00	400	\$ 2,400.00	
Program Grants/Subsidies	\$ (5,500.00)	\$ (2,000.00)	\$ (7,500.00)	
Health Insurance Fee (\$1.53 x 11 days)	\$ 168.30	\$ 33.66	\$ 201.96	
Study Abroad Fee**	\$ 500.00		\$ 500.00	
Total Program Cost	\$ 31,668.30	\$ 5,333.66	\$ 37,001.96	
sa	\$ 3,166.83	\$ 2,666.83	\$ 2,916.83	
* = Passport/visa/prep fees associated with program implementation				
** = Fee in which Study Abroad charges faculty led Programs/year				



Budget Form (extended)

Confirms the necessary considerations on a day-to-day level when managing your program.

”Y” means you have considered the cost

“Blank” means no cost associated per that day of the trip

“Other” means an extracurricular or addition costs associated with the day is used here.

doing a local cooperative training with leadership and the farming community in Accra to use in rural communities across the country.

Flight Departure Date	Departure Airport	Departure Time	Time of Arrival	Airliner	Flight Number
14-May	DFW	7:00am	11:30pm	United	D12345
Day of Arrival	Location	Transportation	Housing	Food	Other
14-May	DFW/Accra	Y	Y	Y	
15-May	Accra	Y	Y	Y	Y
16-May	Accra	Y	Y	Y	
17-May	Accra	Y	Y	Y	Y
18-May	Accra	Y	Y	Y	
19-May	Accra	Y	Y	Y	
20-May	Accra	Y	Y	Y	
21-May	Accra	Y	Y	Y	Y
22-May	Accra	Y	Y	Y	
23-May	Accra	Y	Y	Y	Y
24-May	Accra/DFW	Y	Y	Y	
Flight Departure Date	Departure Airport	Departure Time	Time of Arrival	Airliner	Flight Number
24-May	Accra International	10:15am	8:30pm	American	F54321

Budget Form (extended)

This is the one of the most essential components of your program to show your cost breakdown when it comes to developing your program.

Vendor Management is vital to the most cost effective program for our students.

OIP will work to assist your budget form when necessary to provide the best costs associated with your programs.

Initial Costs Per Person				
Transportation Cost	Housing Cost	Food Cost	Other Cost	Daily Cost
\$ 750.00	\$ -	\$ 25.00	\$ -	\$ 775.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00	\$ 35.00	\$ 195.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00	\$ 35.00	\$ 195.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00	\$ 35.00	\$ 195.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00	\$ 35.00	\$ 195.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 100.00	\$ 35.00	\$ 25.00	\$ 35.00	\$ 195.00
\$ 100.00	\$ 35.00	\$ 25.00		\$ 160.00
\$ 750.00	\$ -		\$ 25.00	\$ 775.00
Total Cost Per Person				
\$ 2,600.00	\$ 385.00	\$ 300.00	\$ 165.00	\$ 3,450.00

Budget Form (extended)

Per your intended number of participants, you can see where the costs go.

Projected costs on example are not actual costs.

* = costs included in program budget evaluation but not part of the marketing cost of the program.

	Program Total Costs	Student Total	Leader/Faculty Total	Total Costs
Program (May 14 - 24)	\$ 3,450.00	\$ 3,450.00	\$ 6,900.00	
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* = Passport/visa/prep fees associated with program implementation
 ** = Fee in which Study Abroad charges faculty led Programs/year

Grant & additional Funding Receipts

Additional Sources of Funding are accounted at the beginning of each program cycle.

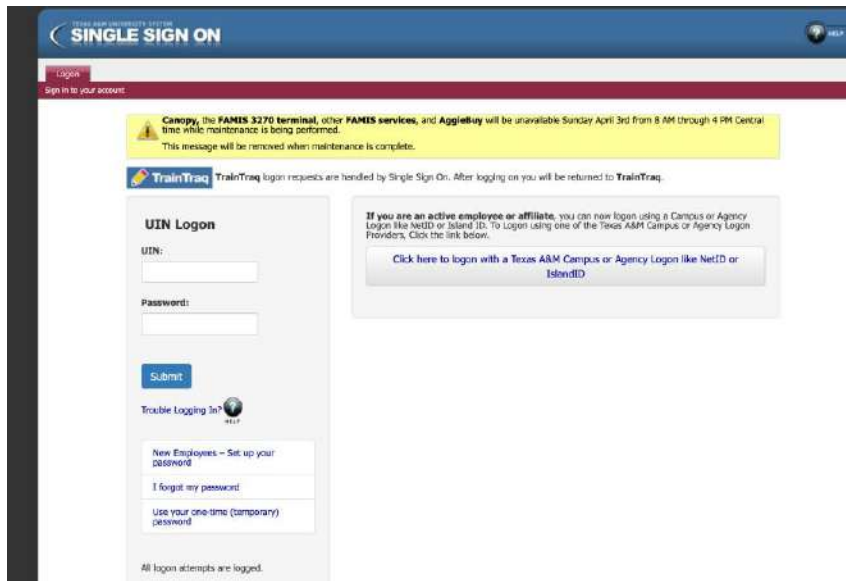
Within the fiscal year, each program will go through a funding process in which we want to breakdown sources of funding and what items it will cover during the overseas program.

Each program developed, OIP in association with the faculty/non-academic program leadership will determine funding opportunities that can mitigate student and faculty costs.

Receipts or confirmation of transcripts of funding will need to be confirmed prior to the program marketing and approval phase.

Grants/Additional Funding					
Program Funding Department/Office	Department/Office Contact	Account Number	Funding Amount	Funding Towards Faculty	Funding Towards Students
Department / School			\$ 5,000.00	\$ -	\$ 5,000.00
Office of International Programs			\$ 2,000.00	\$ 2,000.00	\$ -
Grant / Outside Donors			\$ 500.00	\$ -	\$ 500.00
		Funding Total	\$ 7,500.00	\$ 2,000.00	\$ 5,500.00

TrainTraq Receipts for Program Leaders



SINGLE SIGN ON

Logon
Sign in to your account

Canopy, the FAMES 3270 terminal, other FAMES services, and AggieKey will be unavailable Sunday April 3rd from 8 AM through 4 PM Central time while maintenance is being performed. This message will be removed when maintenance is complete.

TrainTraq TrainTraq logon requests are handled by Single Sign On. After logging on you will be returned to TrainTraq.

UIN Logon

UIN:

Password:

Trouble Logging In?

New Employees - Set up your dashboard
 I forgot my password
 Use your one-time (temporary) password

All logon attempts are logged.



TRAINTRAQ

Home Course Catalog Find Classroom Training My Transcript My Manager Support

Course Search

Course Name: Course Number:

Search course name and description

Category:

TAMUS Member (Univ/Agency): Course Tag: Course Type:

First Previous Next Last Displaying Page 1 of 8

Name	TAMUS Member / Node/Alloc	CEU	CPE	Type
2111728 : International Travel Safety: Safe Passage Presentation	S - Texas A&M System Offices	0.00	0.00	Online

This presentation provides safety and awareness education for Texas A&M University System employees and students while travelling overseas. Trav ...

Required Trainings

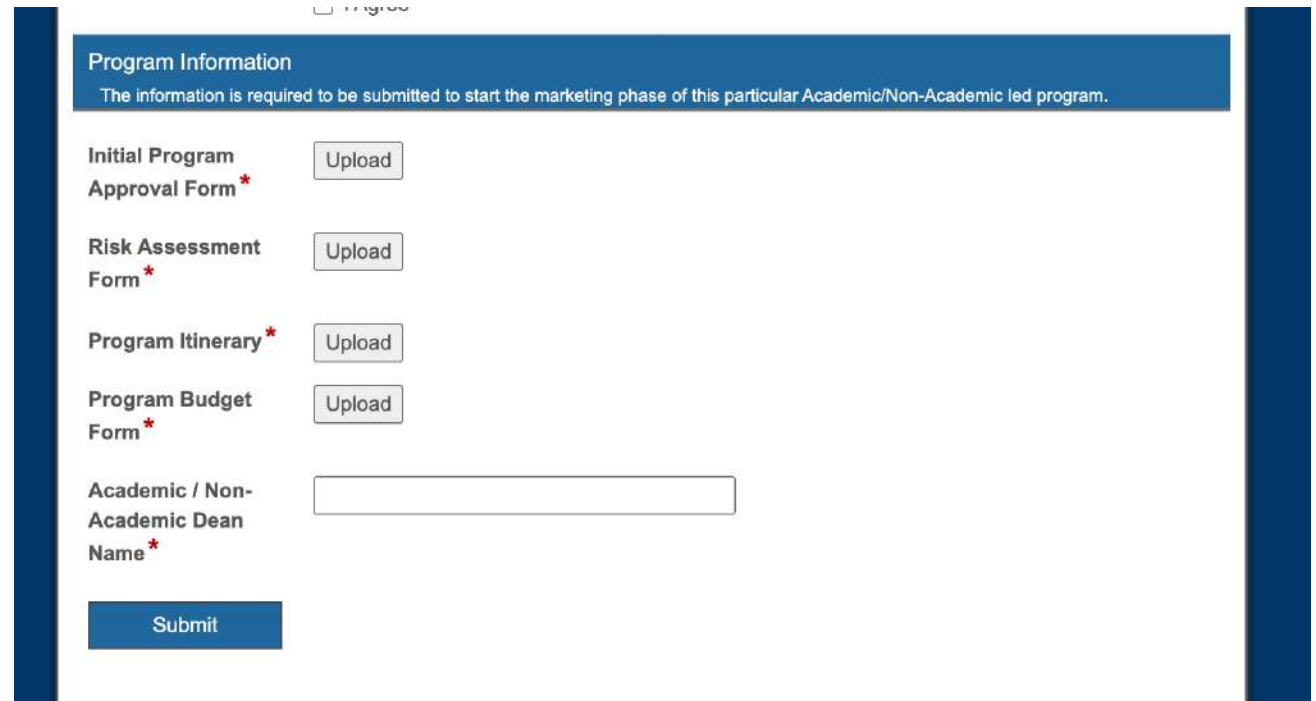
1. Safe Passage
2. Foreign Corrupt practices Act
3. Export Controls

#4 – Program Approval

**Program Preparation Materials
Deadline**

August 3, 2022

By submitting this form, OIP will send all information to your dean in support of your program.



The screenshot shows a web form titled "Program Information" with a blue header. Below the header, a blue bar contains the text: "The information is required to be submitted to start the marketing phase of this particular Academic/Non-Academic led program." The form fields are as follows:

- Initial Program Approval Form* with an "Upload" button.
- Risk Assessment Form* with an "Upload" button.
- Program Itinerary* with an "Upload" button.
- Program Budget Form* with an "Upload" button.
- Academic / Non-Academic Dean Name* with a text input field.
- A blue "Submit" button at the bottom.

Submission Form

<https://dms.tamuc.edu/Forms/Study-Abroad-Program-Approval-Form>

#5 – Program Marketing and Application Process

Program Preparation Materials Deadline

August 3, 2022

Study Abroad Deadlines 2022-2023

Summer & Fall Programs

- Direct Exchange Application Deadline
March 1, 2023
- Fall Program Scholarship Deadline
March 1, 2023
- Review Committee Deadline
March 15, 2023
- Student Admission Day
March 16, 2023
- Student Decision Deadline
March 31, 2023
 - Payment deadline
May 3, 2023

Winter Break & Spring Programs

- Direct Exchange Application Deadline
October 1, 2022
- Program Scholarship Deadline
October 1, 2022
- Review Committee Deadline
October 13, 2022
- Student Admission Day
October 14, 2022
- Student Decision Deadline
October 31, 2022
 - Payment deadline
December 10, 2022

Spring Break Programs

- Application Deadline
January 1, 2022
- Program Scholarship Deadline
January 1, 2022
- Review Committee Deadline
January 14, 2022
- Student Admission Day
January 15, 2022
- Student Decision Deadline
January 31, 2023
 - Payment deadline
March 7, 2023

#5 – Program Marketing and Application Process (Extended)

Typical Application Materials

- Academic Transcript
- Cover Letter
- 1 Recommendation letter
- Passport
- Scholarship Form

Departments with different intended Application deadline processes will communicate this information in the initial Study Abroad Program Approval Form in Step #1.

#6 – Student Selection Process

Minimum GPA Requirement*

Required Pre-requisites*

Application Materials

OIP Program Admission Required Materials

- Academic Transcript
- Cover letter
- 2 Letter of Recommendations
- Passport / Passport Receipt (if processing)

Any Additional Documents needed?*

- Research Prompt
- Community Service
- Foreign Language
- None of the Above
- Other

If additional documents needed, explain.

Study Abroad will send programs their applicant list and submission materials.

Acceptance of Program will need to be reviewed and completed for the intended program period (see step 5 for the dates)

Study Abroad will need from programs doing their independent application process:

- Student Acceptance list for program
 - CWID ID, Last Name, First Name, Student email, Academic year, Degree Program (if not already provided)

Upon Selection of attendees, OIP will give an acceptance letter for program and scholarship awards at the same time.

Students will need to confirm their acceptance of study abroad program.

This acceptance process may require students to pay an initial deposit for program confirmation in addition to their letter confirmation letter.



**International
Programs**

A&M-COMMERCE

(Insert Date)

#6 – Student Selection Process

Acceptance Letter

Acceptance letters will look something like this which includes the stipulations students must consider when conducting a study abroad program.

When issuing acceptance letters, scholarship letters will be sent out at the same time.

Dear (Name),

CONGRATULATIONS! You've been Accepted to the **(Insert program)**. This experience will play an indispensable role in allowing you to be successful in a globally interdependent and culturally diverse world. We are excited to have you on the program and I look forward to working with you throughout the pre-departure process.

(Add Program Information - Paragraph)

Reserve your spot on this program

Please confirm with the Office of International Programs that you'll accept your admittance to this international program. When reserving your spot, you'll agree to the following terms:

- You'll pay/cover the financial expenses of the program prior to departure.
- Complete your Study Liability Waiver Form
- Send to the Office of International Programs
 - Copy of your passport
- Partake in pre-departure workshops associated with the program and OIP.

Sign below confirming your attendance in this year's **(Insert Program)**.

Full Name: _____

Signature: _____

We look forward to exploring the world with you.

Congratulations again,

Office of International Programs

#6 – Student Selection Process

The use of the TAMUC Marketplace will facilitate program specific payments for students.

- This would allow us to track and gather financial information in association with your program your initial deposit requirements..
- Students who receive scholarships will have a deductible via the scholarship portal in which they will subtract the total amount of the scholarship to the total cost of program.



TEX
CO

TAMUC Procurement Cards (ProCards) should not be used to make purchases on MarketPlace. University staff and faculty who wish to purchase products from MarketPlace stores should process an Interdepartmental Transfer (IDT).

Study Abroad Payments

Home / Study Abroad Payments

Store Categories



Products

Costa Rica

Home / Study Abroad Payments / Costa Rica



Study Abroad 2022 – Costa Rica - Deposit

Price: \$9,999.99

Dates: Mon dd, 2022-Mon dd, 2022

Quantity:

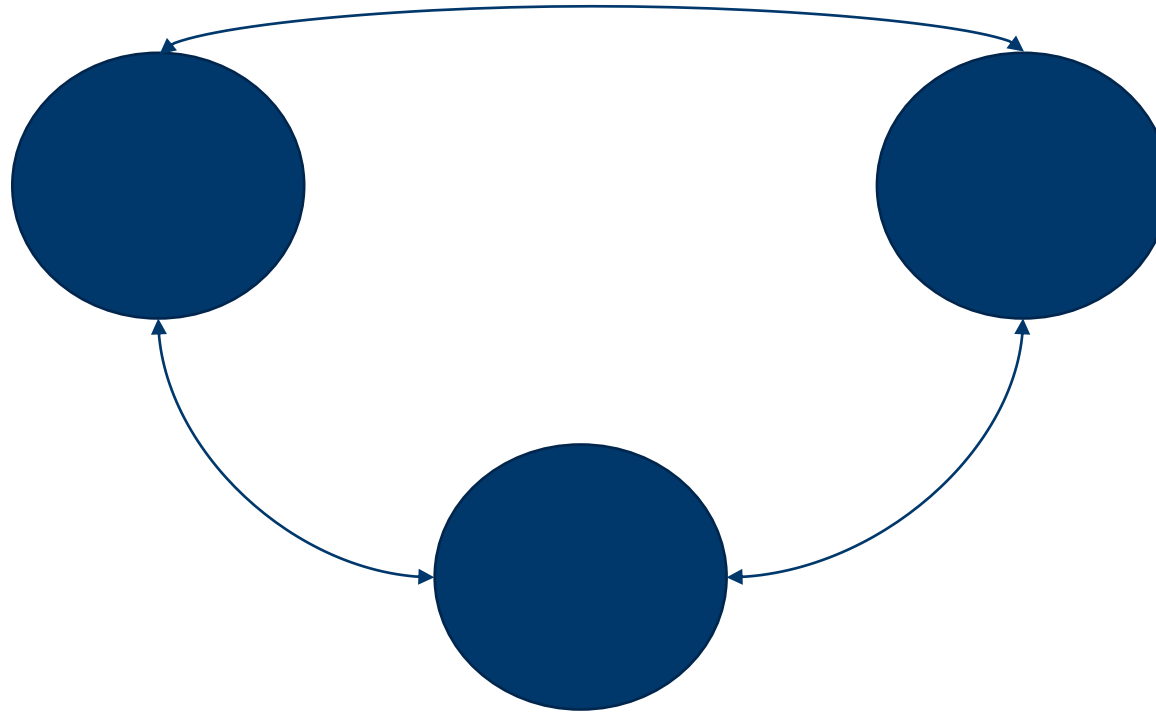
1

Description: The purpose of this trip is to lead a study abroad program to Costa Rica for A&M-Commerce students. The program fulfills the goals of our Global QEP and provides students with the opportunity to learn about another part of the world firsthand. This benefits the state of Texas by helping to create a well-educated citizenry that understands other societies.



#7 – Pre-Departure Checklist

Study Abroad
Office Checklist



Student
Pre-Departure
Checklist

Faculty/Program Leader Checklist

#7 – Pre-Departure Checklist

Study Abroad Office Checklist

- Finalized Financial documents/account information meeting program requirements in Step 3 from department/school/OIP/Student.
- Review all documents per Student and Faculty Program.
- Coordinate with Risk management office for pre-departure finalization.

#7 – Pre-Departure Checklist

Student Pre-Departure Checklist

- Acceptance Letter signed and sent to OIP & Program Leader
 - Include initial deposit receipt (if required)
- Student Pre-Departure Checklist
- Financial Documents covering cost

Student documents must be submitted by the following dates:

Winter Break & Spring Programs – October 31, 2022

Summer & Fall Programs – March 31, 2023

Spring Break – January 31, 2023

#7 – Pre-Departure Checklist

Student Pre-Departure Checklist

Student Pre-Departure Checklist

This checklist is required for all students who are participating in an academic and/or non-academic study abroad experience with Texas A&M – Commerce. Below are categories of information that you must submit to the Study Abroad Office in preparation of your intended overseas experience. Failure to comply with this checklist will prohibit you on joining your study abroad program.

The list is as follows:

- 1 – Waiver Liability and Hold Harmless Agreement
- 2 – Student Conduct and Responsibility Form Signature
- 3 – Passport Information and Digital Copy of Passport
- 4 – Health Disclosure Form
- 5 – Emergency Contact Information
- 6 – Financial Payment Receipt/Coverage
- 7 – Health Insurance Coverage / Payment
- 8 – Certificate receipt of mandatory training, “International Travel Safety: Safe Passage Presentation”

The URL for the gateway is:

<https://apps7.system.tamus.edu/TrainTraQ/web/External/ExternalGatewayLogon.aspx>

As the site is password protected, please contact International Programs Office (studyabroad@tamuc.edu) for the current password (password changes every 60 days).

#7 – Pre-Departure Checklist

The Concur Process with Foreign Travel

#7 – Pre-Departure Checklist

Faculty/Program Leader Checklist with this new process already accounts of most concur requirements associated with the foreign travel checklist by August of each program cycle.

Foreign Travel Checklist

This form **must** be completed and accompany the Request for Foreign Travel form.

- Completed “Request for Foreign Travel” form attached
- Detailed itinerary attached
- Travel budget with itemized expenditures attached
- [Export Control Screening Form](#) attached
- TrainTraq transcript attached with the following trainings completed less than one year prior to departure date:
When searching for trainings in TrainTraq, select “All” under “TAMUS Member (Univ/Agency)”

2111728: International Travel Safety: Safe Passage

2113639: U.S. Foreign Corrupt Practices Act

2111212: Export Controls & Embargo Training – Basic Course

- Proof of foreign travel insurance attached
Blue Cross Blue Shield is not accepted in all countries or municipalities. CISI is required for students and is strongly recommended for faculty and staff traveling abroad. CISI health insurance is universally accepted full coverage health insurance available for purchase at a low-cost daily rate: <https://www.mycisi.com/CISIPortalWeb/default.aspx>
- If traveling to a high-risk location, completed [International Traveler Questionnaire](#) attached.
- If an external agency or organization planned your travel, please provide multiple references for the organization.

If traveling with students:

- Complete list of all students (including their CWIDs) is attached/included
- [Risk assessment](#) attached
- All student [travel waivers](#) attached
- Proof of foreign travel insurance for each student attached

#7 – Pre-Departure Checklist

Pre-Departure Mandatory Workshops

Leadership and Students will be required to attend a pre-departure workshop with OIP and Risk Management prior to departure. This workshop will happen at the end of each semester, prior to departure, or a week before programs leaving during winter/spring break.

Brings the whole community / program community together!



#8 – While in Country

We ask all team leaders to have their phone and are always aware of their program members whereabouts. In addition to this we ask all team leaders to have the following materials with them in the case of an emergency:

- Their program list of persons with their contact information, Health insurance provider information, copy of each student's health insurance card, and copy of their passport.
- The emergency contact and location list in means of an emergency
 - Embassy
 - Hospital
 - Law Enforcement
 - TAMUC Emergency individual

Any additional documentation required by the host country/community.

I.E. Program Members COVID information

Information will be given in a packet at Pre-Departure Mandatory Meeting to faculty/program leaders.

#9 – Post Program

All program leaders will need to do the following:

[Program Evaluation Form](#)

Budget expense report

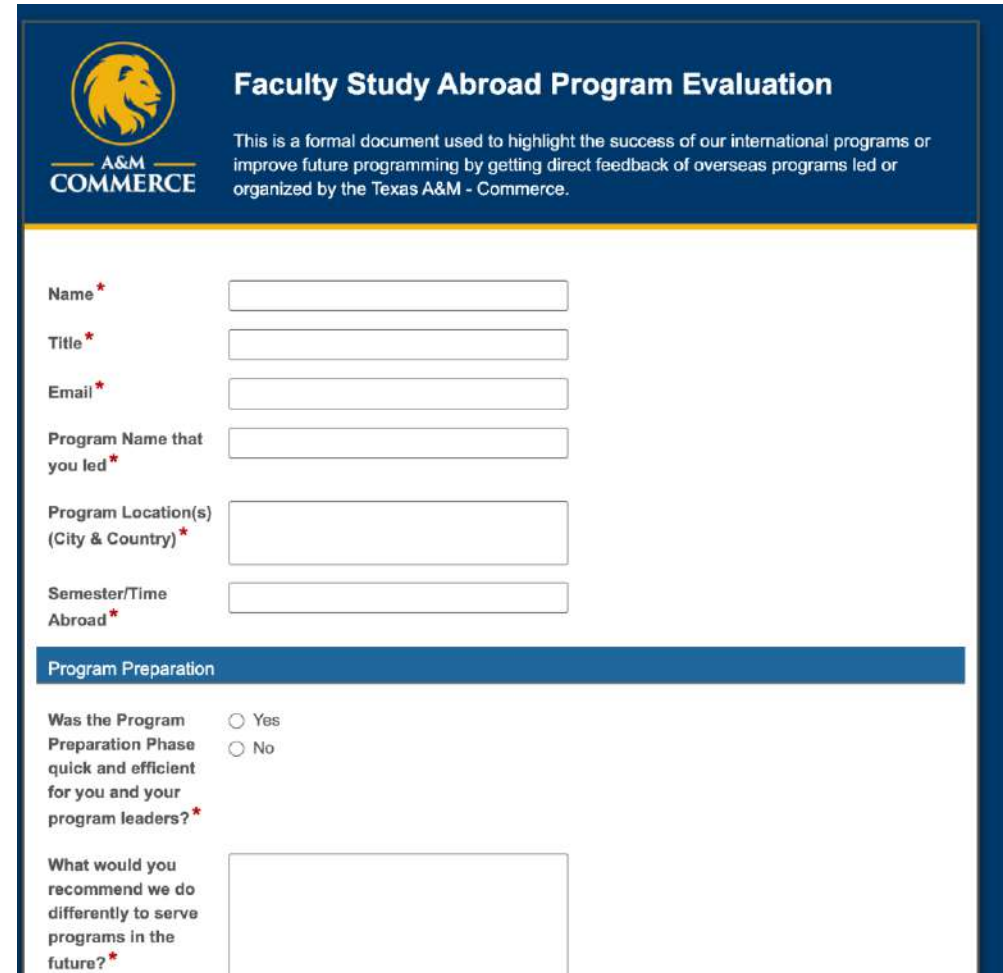
Submission of Receipts to concur


Student Attendees will need to do the following:

[Program Evaluation Form](#)

Students with Grants/OIP Scholarships will need to do the following:

Fulfillment of promissory requirements.



 **Faculty Study Abroad Program Evaluation**

This is a formal document used to highlight the success of our international programs or improve future programming by getting direct feedback of overseas programs led or organized by the Texas A&M - Commerce.

Name *

Title *

Email *

Program Name that you led *

Program Location(s) (City & Country) *

Semester/Time Abroad *

Program Preparation

Was the Program Preparation Phase quick and efficient for you and your program leaders? * Yes No

What would you recommend we do differently to serve programs in the future? *

#10 – Program Continuation/ New Programs

When a faculty member/department/school wants to either create a new or continue their program for the next academic year, he/she can use past information as a means of going through the approval process. When doing so, OIP will review program evaluation forms and will reconnect with the TAMUC community every year during the spring semester.



International Programs

A&M-COMMERCE

The Office of International Programs will ask all 2023-2024 program submission process to reconvene **March 10, 2023 with a intended completion date of August 3rd, 2023**. This will allow us to market programs prior to the start of the 2023-2024 academic year and update our community on new information/materials for the next cycle.

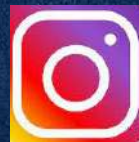
Faculty/administrators will be instructed to attend our annual seminar workshop which will be held **March 23, 2023**.



TEXAS A&M UNIVERSITY
COMMERCE

Study Abroad
(903) 886-5098

Office Email
Studyabroad@tamuc.edu



tamucstudyabroad