

Application Instructions for Union Programs not through International Programs

1. Go to http://international.union.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10074 and press “Apply Now” (either button):

Union Programs not through International Programs

Program Terms: Fall, Spring, Summer, Winter, Winter Break

Program Dates & Deadlines: [Click here to view](#)

Program Description:

As part of a Union College student traveling abroad, you must complete and submit the paperwork listed below to the International Programs office prior to your departure.

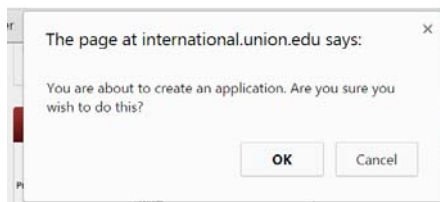
1. Emergency Contact Information
2. Self-Identification Form
3. HTH Insurance
4. Smart Traveler Enrollment Program
5. Student Health Information
6. Physician Statement Form
7. Passport Copy
8. Alcohol and Drug Policy
9. Conduct Code
10. Sexual and Other Forms of Unlawful Harassment Policy
11. Participant Agreement

The majority of the information can be either entered or uploaded online. The only document that needs to be submitted as an original copy is the Participant Agreement. Instructions will be found after you have created your application, which is done by clicking on the “Apply Now” button above.

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer	2015	08/30/2015	08/31/2015	TBA	TBA
Fall	2015	11/23/2015	11/24/2015	TBA	TBA
Winter Break	2015	11/23/2015	11/24/2015	TBA	TBA
Spring	2016	03/16/2016	03/17/2016	TBA	TBA
Winter	2016	03/16/2016	03/17/2016	TBA	TBA

2. A window with the following will appear:



Click “OK”.

3. Please indicate how will be logging in:

Select “I have a username and password”

4. To login in use the first part of your Union Gmail (i.e. everything *before* the “@union.edu) as your Username and your Union Gmail password for the Password then press “Login”:

Please log in:

Username: frcadofm

Password: *****

Login

[Forgot your password?](#)

5. For available terms, select when you will be out of the USA and press “Apply”:

Available Terms

Summer, 2015

Fall, 2015

Winter Break, 2015

Spring, 2016

Winter, 2016

<Cancel> <Reset> <Apply>

6. By clicking on each of the required documents, you will find instructions on how to complete:

Application Instructions	
As part of the requirements of your program, you will need to complete the paperwork below prior to your departure.	
If you click on each form to the right, you will have instructions on how to complete each. Here is a listing of the paperwork to be completed:	
<ul style="list-style-type: none"> Emergency Contact Information Self-Identification Form Smart Traveler Enrollment Program Health Insurance Student Health Information Physician Statement Form Passport Copy Alcohol & Drug Policy Conduct Code Sexual and Other Forms of Unlawful Harassment Policy Participant Agreement 	

Application Questionnaire(s)	
You will be able to save the questionnaire to continue working on it at a later time. But once completed, the questionnaire must be submitted in order for it to be ready for review.	
Title	Received
1. Emergency Contact Information	<input type="checkbox"/>
2. Self-Identification Form	<input type="checkbox"/>
3. HTH Insurance	<input type="checkbox"/>
4. Smart Traveler Enrollment Program	<input type="checkbox"/>
5. Student Health Information	<input type="checkbox"/>
6. Physician Statement Form	<input type="checkbox"/>
7. Passport Copy	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Alcohol & Drug Policy	<input type="checkbox"/>
Conduct Code	<input type="checkbox"/>
Sexual & Other Forms of Unlawful Harassment Policy	<input type="checkbox"/>

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Participant Agreement	<input type="checkbox"/>