

## Application Instructions for Union Programs not through International Programs

1. Go to [http://international.union.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10074](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 Enrollment Program)

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

Apply Now Request Admitting

**ANNOUNCEMENTS**

Bligs and Blurbs (View Details)

View All

**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. Smart Traveler Enrollment Program
4. GeoBlue International Insurance - (Only required for students traveling outside of the United States)
5. Student Health Information - optional
6. Passport Copy - Only required for students traveling outside of the United States
7. Participant Agreement
8. Travel Information
9. Alcohol and Drug Policy
10. Conduct Code
11. Sexual and Other Forms of Unlawful Harassment Policy

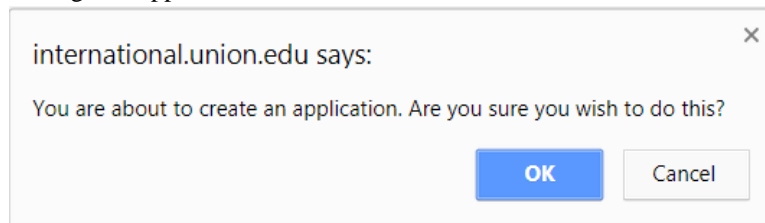
The majority of the information can be either entered or uploaded online. Instructions will be found after you have created your application, which is done by clicking on the 'Apply Now' button above.

**Dates / Deadlines:**

| Term   | Year | App Deadline | Decision Date | Start Date | End Date |
|--------|------|--------------|---------------|------------|----------|
| Spring | 2018 | 04/14/2018   | 05/04/2018    | TBA        | TBA      |
| Winter | 2019 | 04/20/2018   | 05/15/2018    | TBA        | TBA      |
| Spring | 2019 | 04/20/2018   | 05/15/2018    | TBA        | TBA      |
| Summer | 2018 | 08/31/2018   | 09/10/2018    | TBA        | TBA      |
| Winter | 2018 | 11/30/2018   | 01/01/2019    | TBA        | TBA      |

Apply Now Request Admitting

2. A window with the following will appear:



Click “OK”.

3. Please indicate how will be logging in:

SECURITY : USER IDENTIFICATION  
WIZARD: STEP 1

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

Please indicate how you will be logging in:

- I have a username and password (Union students, faculty and staff should select this option)
- I have login credentials for this site that I received by email
- I do not have login credentials for this site

Next

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”:

SECURITY : LOGIN (EXISTING USER)

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

Please log in:

Username:

Password:

Login  
[Forgot your password?](#)

New User Registration

New Administrative User:  
If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

5. Select the appropriate term when you will travel and press “Apply”:

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Terms

- Spring, 2018
- Spring, 2019
- Winter, 2019
- Summer, 2018
- Winter, 2018

Apply Cancel

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

## Application Page (Pre-Decision)

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

### 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:

- Emergency Contact Information
- Self-Identification Form
- Health Insurance (only required for students traveling outside of the United States)
- Smart Traveler Enrollment Program (not required for international students traveling outside of the United States and students traveling within the United States)
- Student Health Information (optional)
- Passport Copy (only required for students traveling outside of the United States)
- Travel Information
- Participant Agreement
- Alcohol & Drug Policy
- Conduct Code
- Sexual and Other Forms of Unlawful Harassment Policy

### 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                 |
|--|--------------------------|
| <a href="#">1. Emergency Contact Information</a>         | <input type="checkbox"/> |
| <a href="#">2. Self-Identification Form</a>              | <input type="checkbox"/> |
| <a href="#">3. GeoBlue Insurance</a>                     | <input type="checkbox"/> |
| <a href="#">4. Smart Traveler Enrollment Program</a>     | <input type="checkbox"/> |
| <a href="#">5. Student Health Information (Optional)</a> | <input type="checkbox"/> |
| <a href="#">6. Passport Information</a>                  | <input type="checkbox"/> |
| <a href="#">7. Travel Information</a>                    | <input type="checkbox"/> |
| <a href="#">8. Participant Agreement</a>                 | <input type="checkbox"/> |

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

| Title  | Received                 |
|--|--------------------------|
| <a href="#">Alcohol &amp; Drug Policy</a>                              | <input type="checkbox"/> |
| <a href="#">Conduct Code</a>   | <input type="checkbox"/> |
| <a href="#">Sexual &amp; Other Forms of Unlawful Harassment Policy</a> | <input type="checkbox"/> |

### Rosa Casper

|                   |   |
|-------------------|---|
| <b>Program:</b>   | <a href="#">Union Programs not through International Programs</a> |
| <b>Term/Year:</b> | Winter, 2018  |
| <b>Deadline:</b>  | 11/30/2018  |
| <b>Dates:</b>     | TBA   |

### Attached Documents

The following files have been attached to your application. Click the filename to download the attached document.

No documents have been attached.

7. After creating the application, if you need to log into it at a later time, go to <https://union-ipo.terradotta.com/index.cfm?FuseAction=Security.LoginWizardStepOne> and login with your Union Gmail credentials.