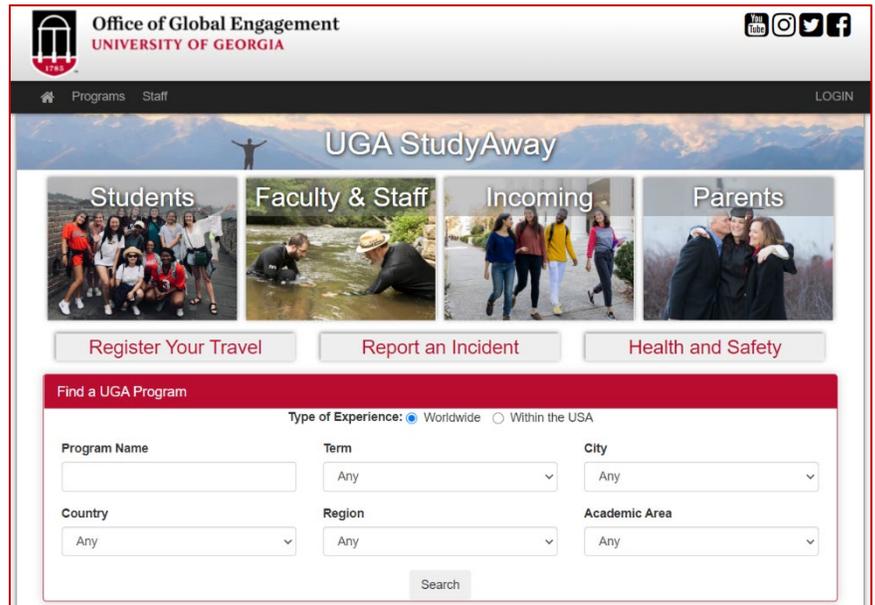




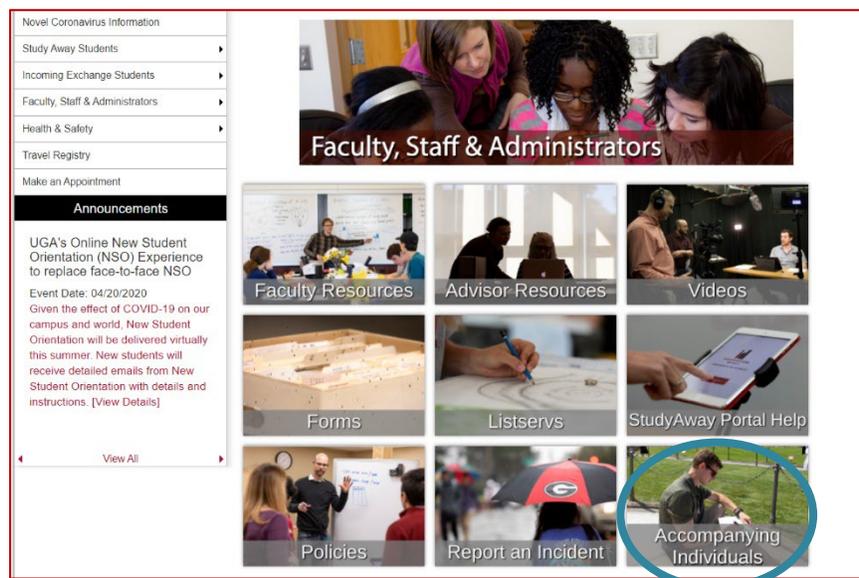
Contact studyawayhelp@uga.edu for additional help.

CREATING AN REGISTRATION

1. Go to studyaway.uga.edu
2. Click the "Faculty & Staff" tile



3. Click the "Accompanying Individual" tile. From the page (or the dropdown), pick one of the options listed (or use one of the links below):
 - [Accompanying Individuals \(adults\)](#)
 - [Accompanying Individuals \(Special Departmental and Leadership Guest\)](#)
 - [Accompanying Individuals \(UNDER 18\)](#)



4. Select the appropriate registration type
5. Click “Apply Now”
6. Log in with your appropriate credentials
 - a. **UGA members:** use your UGA MyID information
 - b. **Non-UGA:** If this is your first time logging in, you will need to create a Portal Account

NOTE: for Accompanying Individuals under 18, create the registration under the UGA Sponsor’s name as minors are not allowed to sign documents.

Accompanying Individuals



This application is intended only for individuals who will be bringing someone (a non-participant) on a UGA Program with them.

If you are bringing someone who is UNDER 18, please use the [Accompanying Individuals](#) Application.

[Apply Now](#)

Individuals not providing direct benefits to Study Away programs may travel, with approval from OGE, on the program. Accompanying Individuals fall into two categories:

- 1) Individuals not associated with the teaching, logistical delivery of the program, or
- 2) Special Academic Guests.

These individuals are referred to as **Accompanying Individuals** and must adhere to the Accompanying Individuals Policy. The presence of these individuals on the program must be disclosed in advance during program planning and be approved by OGE to travel with the program. Financial management of the Accompanying Individual’s expenses and risk management will be taken into consideration based on the logistics of the program.

STARTING THE REGISTRATION

Upon creation of registration, the system will take you to the registration page similar to the one below.

The registration starts in a pre-decision phase with pre-approval requirements listed. When all pre-decision requirements are completed, a “submit” button will appear.

Upon submission, the OGE will be notified and begin the registration review process. The process involves checking all documentation for completeness and accuracy. The OGE will contact the applicant should anything be improperly submitted or incomplete.

Once the review process is complete, the OGE will notify the registrant on registration decision.

The screenshot shows a web application interface for 'Accompanying Individuals - Summer, 2021'. The user is identified as Victor Camargo-Fouche. The page features a navigation bar with 'Requirements' (10), 'Itinerary', and 'Documents'. A sidebar on the left includes a user profile, an application deadline of 02/15/2021, a 'View program' button, and an 'Announcements' section with a link to 'CISI Insurance - COVID-19 Travel Update: Global Travel Update in Response to COVID-19'. The main content area displays an 'Instructions' modal with a 'Get Started!' button and a list of 'Online application' items: AI - Authorization for Emergency Medical Treatment or Surgery, AI - CISI Insurance, AI - Emergency Contact Information, AI - General Questionnaire, AI - Health Questionnaire, AI - Itineraries, AI - Passport Scan, AI - Policy Agreement, AI - Release of All Claims, and AI - Request Form.

REGISTRATION REQUIREMENTS

The system will prompt different registration requirements to be completed for pre-approval. Please complete these requirements to the best of your ability.

Requirements marked with the  icon cannot be edited. Please contact studyawayhelp@uga.edu if editing is required.

Requirements marked with the  icon are forms signed electronically through the StudyAway Portal and are legally binding. Carefully review each document prior to signing. Once you have read and understand them, click “Sign” to complete it. Pre-decision requirements include:

- AI - General Questionnaire
- AI - Emergency Contact Information
- AI - Health Questionnaire
- AI - Passport Scan
- AI - Authorization of Emergency Medical Treatment
- AI - CISI Insurance Agreement
- AI - Itineraries
- AI - Policy Agreement
- AI - Release of All Claims

- AI - Request Form (page 5)
 - for Accompanying Individuals and Accompanying Individuals (UNDER 18)
- AI - Rationale Form (page 6)
 - for Accompanying Individuals (Special Departmental and Leadership Guest)

COMPLETING REGISTRATION

If approved, the registration will have a “pre-approved” status placed, and the registration will then move to the post-decision phase.

The post-decision phase will include additional requirements for completion. Post-decision requirements include:

- AI – Acknowledgement of Risk and Release
- AI – CISI Insurance Card

REQUEST FORM – Accompanying Individuals and Accompanying Individuals (UNDER 18)

With the assistance of the sponsoring UGA program staff, accompanying individuals must complete the [UGA Study Away Accompanying Individuals Request Form](#).

The form can be completed and signed electronically, eliminating the need for printing and paper usage.

Please complete the form in its entirety, including the signature(s), and upload it to your application in the StudyAway Portal. Un-signed or incomplete forms will be rejected.



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UGA Study Away Accompanying Individuals Request Form

Individuals not providing direct benefits to Study Away programming may travel, with approval from OGE, on the program. These individuals are referred to as Accompanying Individuals and must adhere to the Accompanying Individuals on Study Away Programming Policy. The presence of these individuals on the program must be disclosed in advance during program planning and be approved by the Program Director and OGE to travel with the program. Financial management of the Accompanying Individual's expenses and risk management will be taken into consideration based on the logistics of the program. Accompanying Individual approval is conducted through the online StudyAway Portal.

Name of Program: _____

Term/Year of Program: _____ Program College/Department: _____

Accompanying Individual's Name: _____

Age at the time of travel: _____ Relationship to the sponsoring individual: _____

As a study away program faculty/staff member, I am serving as a Sponsor for the Accompanying Individual(s) listed on this Request Form. I have familiarized myself with the Accompanying Individuals on Study Away Programming Policy and I will assume all responsibility for the Accompanying Individual(s) I am requesting to join the program in accordance with the Policy.

Accompanying Individual(s) Sponsor (name): _____

Sponsor Signature: _____ Date: _____

As a Program Director of the study away program, I have familiarized myself with the Accompanying Individuals on Study Away Programming Policy and I will assume all responsibility for the Accompanying Individual(s) I am agreeing to join the program. I have indicated my response to the request for the Individual's/Individuals' participation on the program and will follow the stipulations outlined in the Accompanying Individuals Policy.

Program Director's Response to Request for Participation: APPROVE NOT APPROVE

Program Director Name: _____

Program Director Signature: _____ Date: _____

RATIONALE FORM – Accompanying Individuals (Special Departmental and Leadership Guest)

With the assistance of the program director, Special Guests must complete the [UGA Accompanying Individuals Rationale Form](#).

The form can be completed and signed electronically, eliminating the need for printing and paper usage.

Please complete the form in its entirety, including the signature(s), and upload it to your application in the StudyAway Portal. Un-signed or incomplete forms will be rejected.



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UGA Accompanying Individuals Special Guest Rationale Form

Name of Individual: _____

Type of Guest (select one): Special Departmental and Leadership Guest
 Special Academic Guest

Name of Program: _____

Term/Year of Program: _____

As the director of the _____ study away program,
I request that the individual listed above attend my program for the following reason(s):

Program Director Name: _____

Program Director Email: _____

Program Director Signature: _____ Date: _____

Department Head Name: _____

Department Head Email: _____

Department Head Signature: _____ Date: _____