



# UGA Study Away Program Faculty/Staff Roster Verification Form

The purpose of this form is to confirm the official list of all faculty/staff involved with the Study Away Program. Please include **ALL** program staff (including Faculty, Staff, TA's, GA's, etc. **DO NOT** include approved Accompanying Individuals). Upload the completed and signed form into the Program Planning Portal before the deadline:

**June 20** for Fall, **Nov. 20** for Spring, **March 20** for Maymester, and **April 20** for Summer programs.

Program Name: \_\_\_\_\_ Term: \_\_\_\_\_

Program College/Department: \_\_\_\_\_

Study Away Program Faculty/Staff Name	Position on the Study Away Program	Affiliation with UGA outside of the Study Away Program (if not hired yet, attach and upload a proof of intent to hire to the Portal for each person)	Traveling with the Program?

**\*DO NOT** include approved Accompanying Individuals. Please complete those using one of the links below.

[Accompanying Individuals Application](#)

[Accompanying Individuals \(UNDER 18\) Application](#)

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair of the unit administering the program

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date