Accompanying Individuals
Registration Instructions

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.
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.
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)
  o for Accompanying Individuals and Accompanying Individuals (UNDER 18)

- AI - Rationale Form (page 6)
  o 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.
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.