University of Georgia Office of International Education

Program Reapproval
Step-by-Step Instructions

This document provides step-by-step instructions for renewing a University of Georgia Education Abroad program in the online reapproval portal. If you have any issues, please use the following contacts:
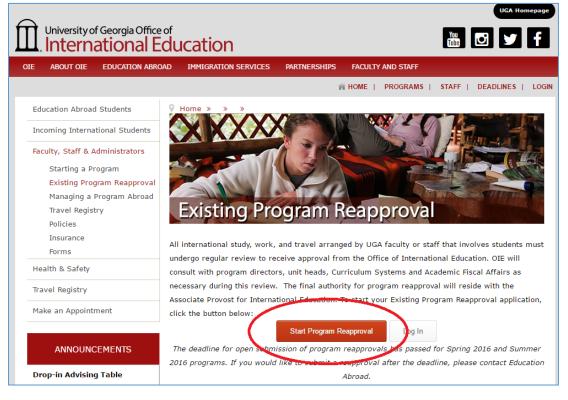
- General Questions: goabroad@uga.edu
- Academic Questions: csabroad@uga.edu
- Budget Questions: oiefinance@uga.edu
- Technical Questions: cgmck@uga.edu

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I. Starting a Reapproval

1) Go to http://goabroad.uga.edu/?go=existing-program-reapproval
2) Click on the **Start Program Reapproval** button

3) Select the top option, "I have a UGA MyID and password" and click **Submit**. You will be redirect to the UGA Central Authentication Service.

4) On the Central Authentication Service page, enter your UGA MyID and password and click **Log in**.

5) Upon logging in, you may be asked to enter your Date of Birth, which is required for insurance enrollments when OIE batch enrolls participants in CISI insurance. In addition, you may be asked an "Information Release Consent" question. Faculty and Staff can select **No** and click **Save** to continue.

   If you do not see this screen, simply continue on to Step 6.

Please use the form provided below to fill in the required information.   ×

Before proceeding to your application page, certain required information must be provided.

Applicant Parameters:

Required Parameters:

ⓘ **Information Release Consent (click for definition) ***   ○ Yes ◉ No

Many study abroad programs require proof of good standing at UGA and/or outlining any disciplinary or other issues.

I hereby waive my privacy rights, including, but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g and grant my consent to authorize UGA's Office of International Education to release all records involving me regarding behavior, discipline, or academic dishonesty issues, my status regarding academic good standing at UGA and my anticipated graduation date. Any such information received by OIE may be released to my proposed external program provider.

By signing this form, I grant OIE permission to discuss these records with external providers as needed. This permission supersedes - for the purposes of study abroad only - any FERPA hold I may have currently placed on my UGA records.

UGA Faculty and Staff should select no, as this does not apply them.

Optional Parameters:

Local Phone Number [   ]

Local Address [   ]

Local Email [   ]

* Required

Required Addresses:

✔ All required addresses have been provided.

Save Cancel

6) Select the term you are seeking reapproval for under the Available Terms section and then click **Apply**.

Your Home Page : Available Program Terms

Available Terms

Terms ◉ Reapproval: Summer, 2017

Update Cancel

7) Your application consists of the following documents, sorted by their document type:
   a. Application Questionnaire(s)

      1. General Program Information

      Consists of general background information on the program.

      2. Destination Details: Emergency Services Overseas

      Collects contact information for emergency services in the destination countries.

      3. Destination Details: Location and Medical Information

      Collects contact information for accommodations and medical professionals in the destination countries.

      4. Destination Details: Overseas Contact Information

      Collects contact information for program leaders while they are abroad.

      5. Financial: Account Numbers

      Collects information on financial accounts used for this program and business manager contact information.

      6. Financial: Petty Cash

      Collects information on petty cash required for the program, if any.

      7. Academic: List of Courses

      A simple list of courses offered on this program.

   b. Material Submissions

      1. Academic Information Upload

      Instructions on how to upload program academic information.

      2. Syllabi Upload

      Instructions on how to upload course syllabi.

      3. Budget Upload

      Instructions on how to upload program budget information.

      4. Initial Program Travel Itinerary Upload

      Instructions on how to upload an initial program travel itinerary.

      5. Supporting Signatures of Unit/College Heads

      Instructions on how to upload the preliminary budget approval form.
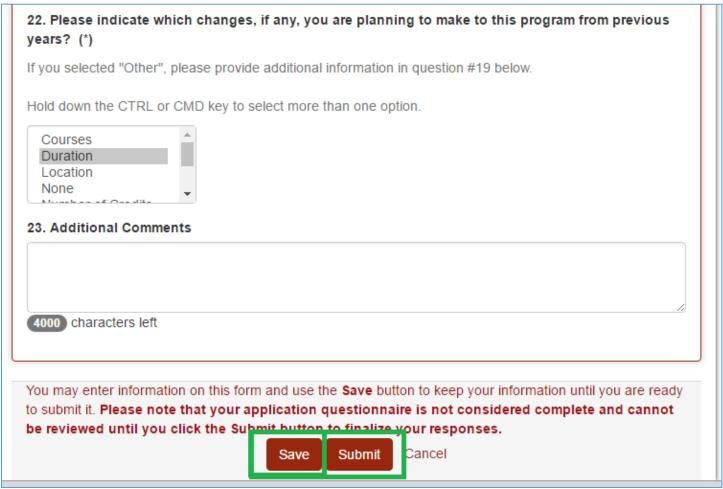
      6. Previous Year's Actuals

      Instructions on how to upload actual expenses from the previous year.

8) In order to view an item on your application, click on its red title.

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
1. General Program Information	☐
2. Destination Details: Emergency Services Overseas	☐

9) To complete Application Questionnaire(s), fill out the required fields marked by an asterisk (*) and then click the **Submit** button at the bottom. You can save your partial work and return to it later by clicking the **Save** button.

22. Please indicate which changes, if any, you are planning to make to this program from previous years? (*)

If you selected "Other", please provide additional information in question #19 below.

Hold down the CTRL or CMD key to select more than one option.

    Courses
    Duration
    Location
    None

23. Additional Comments

4000 characters left

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Save   Submit   Cancel

10) Once you have completed the questionnaire, it will be checked off on your main application page. You can change your responses by clicking on the **Pencil icon**.

11) To complete Material Submissions, click on one of the items. A window will pop up with instructions detailing how to complete and upload the required document(s).

   a. The Material Submission items will be marked as "Received" once OIE confirms receipt of your uploaded documents and you will automatically be notified via email.

12) Once you have completed all of the necessary documents, they will be reviewed by the offices responsible for each area. You will be contacted directly if there are any issues.

II. Continuing an Existing Reapproval

1) Go to http://goabroad.uga.edu/
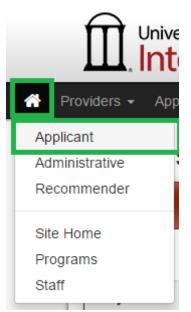2) Click **LOGIN** in the upper right corner

3) Select the top option, "I have a UGA MyID and password" and click **Submit**. You will be redirect to the UGA Central Authentication Service.

4) On the Central Authentication Service page, enter your UGA MyID and password and click **Log in**.

5) Ensure you are on your **Applicant** home page by clicking the **home icon** in the navigation bar and selecting **Applicant**.

6) Click on your Faculty-led Program Reapproval under the "Applications" heading to continue your reapproval process.

University of Georgia Office of
International Education

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Your Home Page : Colin McKenzie

Applications

Spring, 2017

	Faculty-led Program Reapproval 🔒 (ID 64625 : TEST not ranked)	Withdraw

Update Rank (enter numbers to rank by preference)