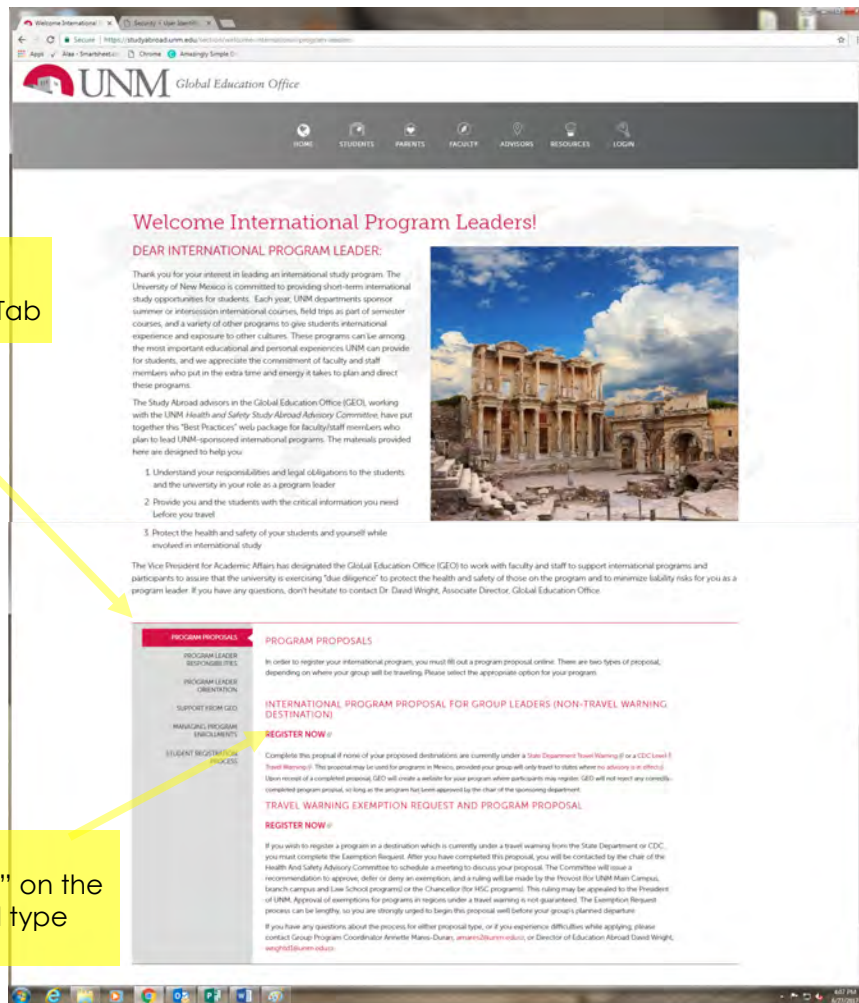


International Program Leader Proposal:

Go to the International Program Leader Page: <https://studyabroad.unm.edu/section/welcome-international-program-leaders>

Read the information in each tab

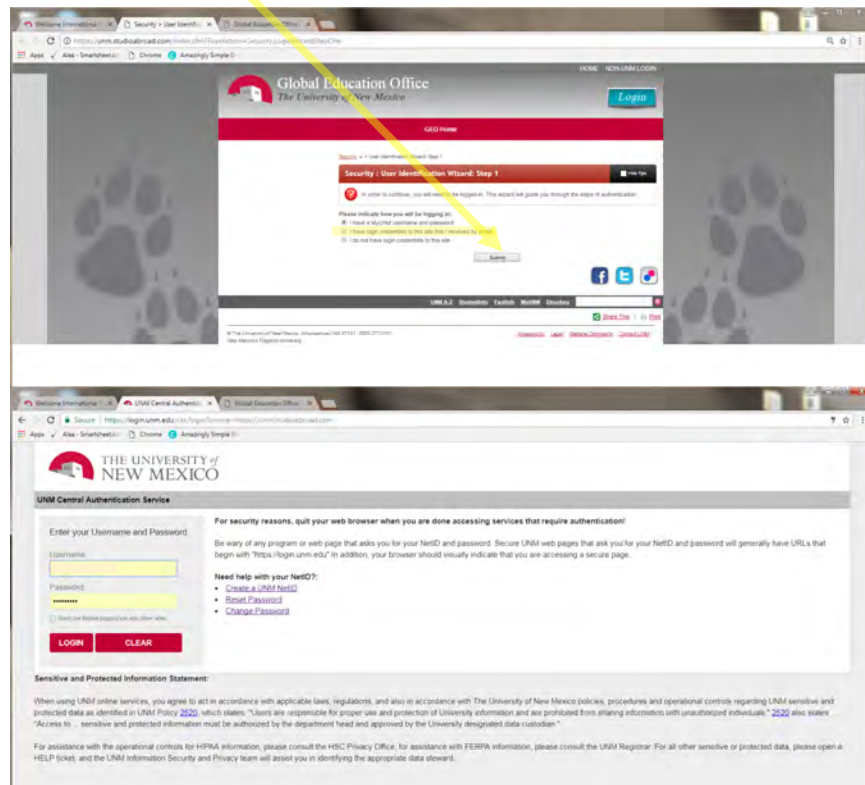
1. Click on the "Program Proposal" Tab



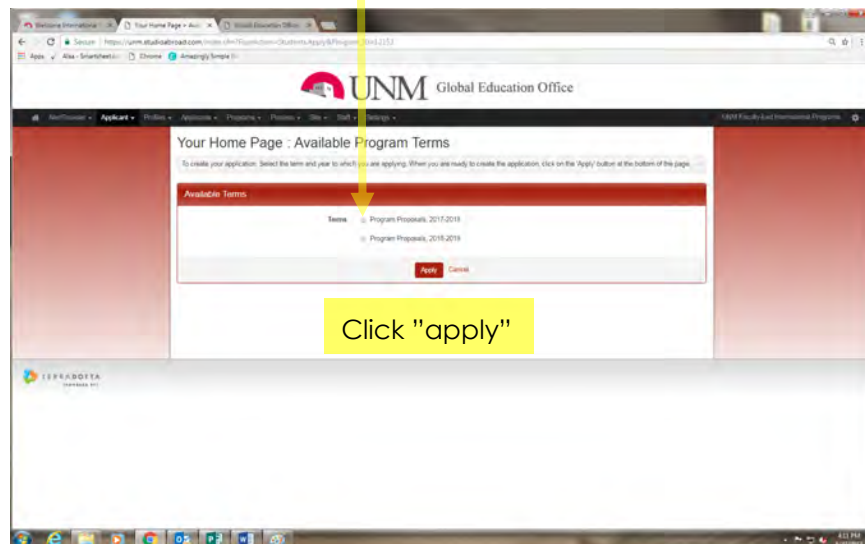
2. Click "Register Now" on the appropriate proposal type

3. Select "I have a MyUNM.Edu username and password"

Click "submit"



4. Select the appropriate term based off the dates of your program.
Select the academic year your program will be facilitated in.



New leaders may need to fill out profile information. Others may not.
If so, complete the profile information then move to the next step.

5. Complete each item on the checklist

The screenshot shows a web browser window displaying the UNM Global Education Office's Program Application Page (Pre-Decision). The page is titled "Program Application Page (Pre-Decision)" and includes a "Submit Application" button. The application details for Alex Sulman Hamid are as follows:

Alex Sulman Hamid	
Program:	International Program Proposal for Group Leaders (for Non-Taxed Working Destinations)
Term/Year:	Program Proposal 2017-2018
Deadline:	06/30/2018
Date:	06/01/2017 - 07/31/2018

The right side of the page features three sections with progress indicators:

- Application Questionnaire(s):** Includes a "Submitted" checkbox for "Faculty Led International Program Proposal".
- Signature Documents:** Includes a "Submitted" checkbox for "Program Leader Confirmation of Participation".
- Itinerary:** Lists "Start Date: 08/01/2017" and "End Date: 07/31/2018".

A yellow arrow points from the text "5. Complete each item on the checklist" to the "Submitted" checkbox in the "Application Questionnaire(s)" section.

6. Faculty Led-Program Proposal

The screenshot shows a web browser displaying the 'Application Questionnaire Form' from the UNM Global Education Office. The form is titled 'Faculty Led-Program Proposal' and contains several sections for data entry, including:

- Faculty Led-Program Proposal:** Fields for 'Department', 'Program', and 'Faculty Name'.
- Program Description:** A large text area for describing the program.
- Faculty:** A table with columns for 'Faculty Name', 'Title', and 'Email'.
- Department:** A dropdown menu for selecting the department.
- Program Type:** A dropdown menu for selecting the program type.
- Program Objectives:** A text area for describing the program's goals.
- Program Budget:** A table for entering budget details.
- Program Evaluation:** A text area for describing how the program will be evaluated.
- Faculty Support:** A text area for describing the support needed from the faculty.
- Program Impact:** A text area for describing the program's impact on the university.
- Program Sustainability:** A text area for describing how the program will be sustained.
- Program Review:** A text area for providing a final review of the proposal.

At the bottom of the form, there are buttons for 'Save' and 'Submit'.

Scroll down to fill in the different sections.

Click Save or Submit

7. Program Leader Conditions of Participation

Please read carefully before signing.

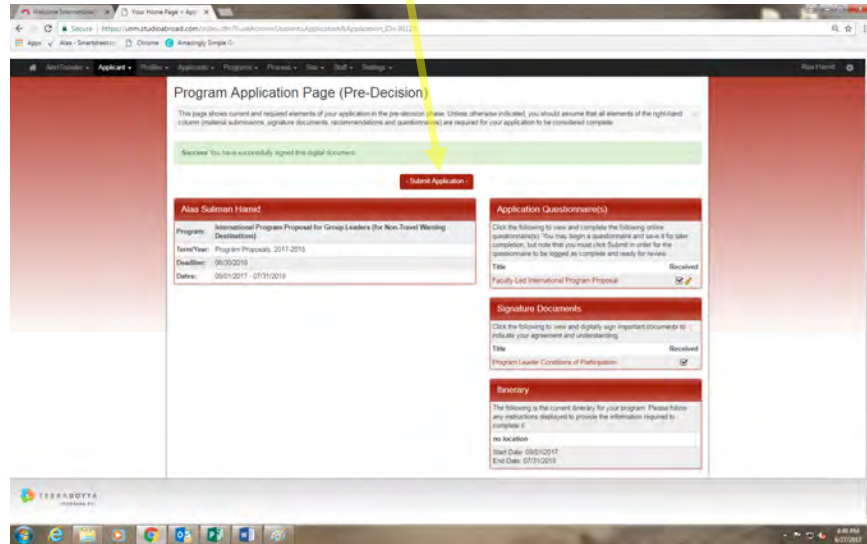
The screenshot displays a web application interface for a program application. The main heading is "Program Application Page (Pre-Decision)". Below this, a message states: "The page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should 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." A green progress bar indicates "Success: You have successfully completed this questionnaire." A red "Submit Application" button is present.

A modal window is open, showing a legal agreement. The text includes: "I acknowledge that I am responsible for being appropriate steps to address any student complaint of sexual harassment or discrimination. I understand that I should consult with my Department chair and/or UAM Office of Equal Opportunity in responding to any such complaint." and "I acknowledge that I will comply with the requirements and consider best practices for program leaders as detailed in UAM's 'Guide for Program Leaders'. Orientations covering this information take place once a semester. Full orientations take place in mid-November. Spring orientations take place in Mid-February, and individual learning modules are available using learning center." Below the text, it says "I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below." The applicant name is "UMF Faculty-Led International Program" and the date is "06/27/2017". A red button at the bottom of the modal says "CLICK HERE TO SIGN ONLINE".

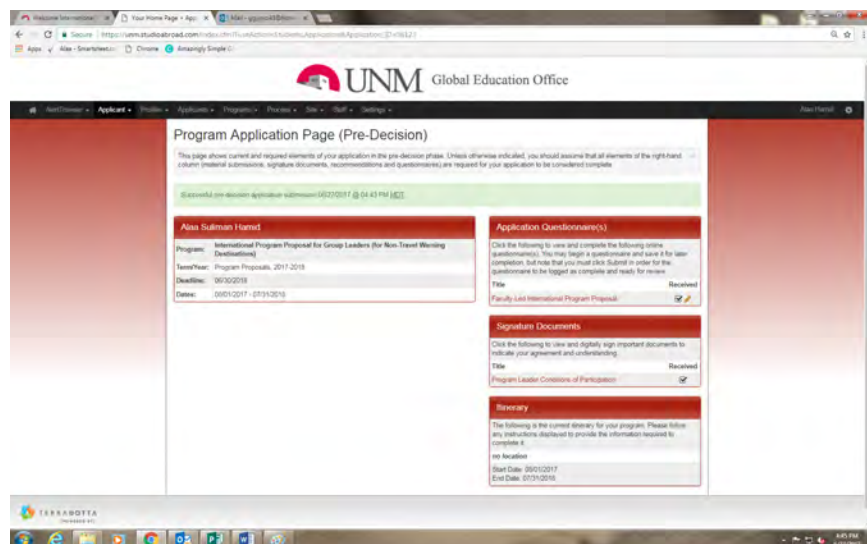
The right sidebar contains three sections:

- 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." It lists "Faculty-Led International Program Proposal" with a "Received" status and a checkmark icon.
- Signatures Documents**: "Click the following to view and digitally sign important documents to indicate your agreement and understanding." It lists "Program Leader Conditions of Participation" with a "Received" status and a checkmark icon.
- Summary**: "The following is the current browser for your program. Please follow any instructions displayed to provide the information required to complete it." It lists "No location", "Start Date: 06/01/2017", and "End Date: 07/31/2018".

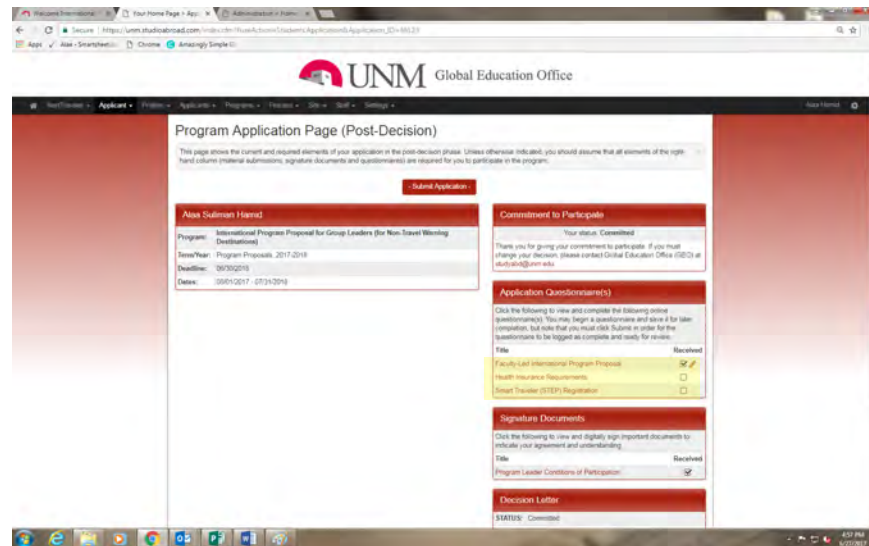
8. Once the proposal and the conditions form are complete click "Submit Application"



Wait: GEO will review and get back to you via email.

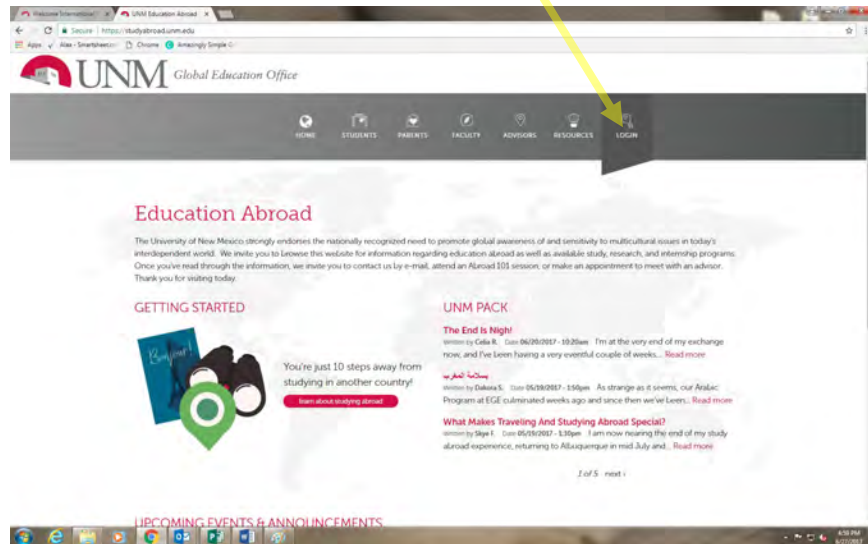


9. Once the proposal is reviewed and accepted, additional items will appear for you to complete



10. Log back in to complete the materials by going to studyabroad.unm.edu

Click "login" in the right hand corner

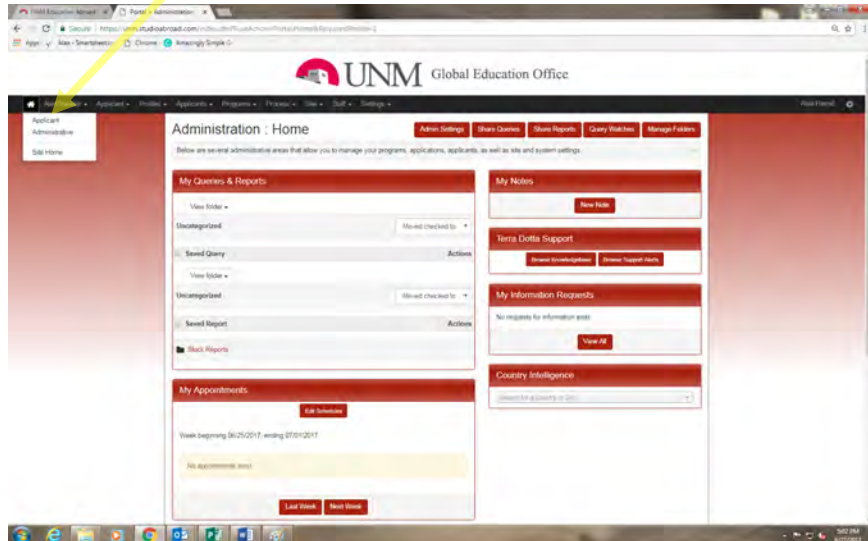


11. Log in with your UNM NetID and password, and you will be taken a home page (Some of you may have different home page. (Admin, Applicant, Recommender)

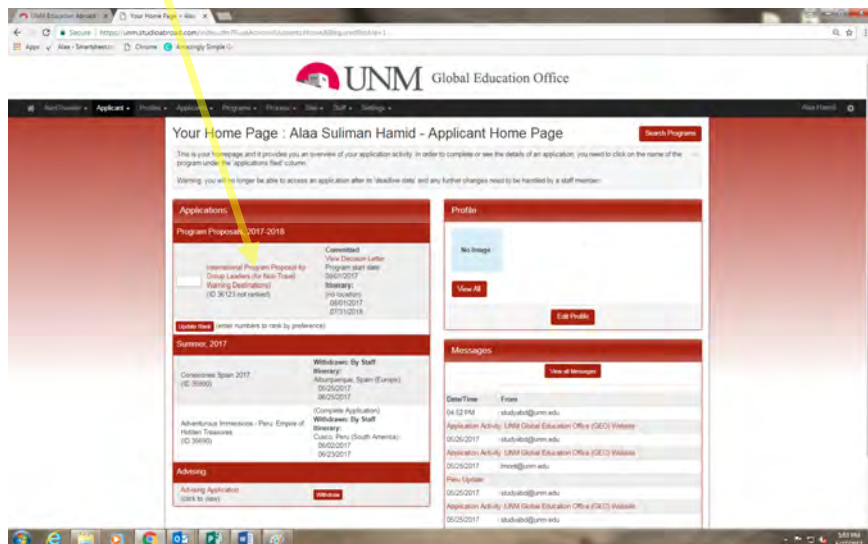


12. On the black menu bar across the top of the page, click on the small white house.

Here you can select "applicant"



13. Click on the proposal



14. Complete the new items on the checklist:

The screenshot displays the 'Program Application Page (Post-Decision)' for Alex Sulman Hamed. The page is divided into several sections, each with a red header and a white body. A yellow arrow points to the 'Faculty Led International Program Proposal' checkbox in the 'Application Checkboxes' section.

Program Application Page (Post-Decision)

This page shows the current and required elements of your application in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (pending submissions, signature documents and questionnaires) are required for you to participate in the program.

Submit Application

Alex Sulman Hamed

Program: International Program Proposal for Group Leaders (for Non-Taxel Working Destinations)
Term/Year: Program Proposals, 2017-2018
Deadline: 06/30/2018
Date: 08/01/2017 - 01/31/2018

Commitment to Participate

Your status: **Committed**

Thank you for giving your commitment to participate. If you must change your decision, please contact Global Education Office (GEO) at stulab@unm.edu.

Application Checkboxes

Click the following to view and complete the following online questionnaires. You may begin a questionnaire and save it for later completion, but note that you must **SAVE** in order for the questionnaire to be tagged as complete and ready for review.

Title	Received
Faculty Led International Program Proposal	<input checked="" type="checkbox"/>
Health Insurance Requirements	<input type="checkbox"/>
Student Traveler (STEP) Registration	<input type="checkbox"/>

Signature Documents

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

Title	Received
Program Leader/Co-leader's Consent of Participation	<input checked="" type="checkbox"/>

Decision Letter

STATUS: **Committed**

[View Decision Letter](#)

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Key Location

Start Date: 04/01/2017
End Date: 07/31/2018

15. International Health Insurance

The screenshot shows a web browser window displaying the UNM Global Education Office's "Application Questionnaire Form". The form is titled "Application Questionnaire Form" and includes a warning: "Please carefully review all facts before making any submission! You can also save the questionnaire and submit it at a later time." The form is divided into sections, with the "Health Insurance Requirements" section highlighted in red. This section contains a table with the following information:

Applicant Name:	Alex Sultan Hamed
Program:	International Program Proposal for Group Leaders for Non-Travel Planning Destinations
Term of Study:	Program Proposal, 2017-2018

Below the table, there is a warning icon and text: "WARNING: Please complete to save your responses frequently, as your session will time out after 15 minutes." The "Health Insurance Requirements" section is followed by instructions: "Instructions: We encourage you to purchase coverage through our group policy with GEO Blue. To do this, go to the GEO Blue Student Website, and enter CSC ID#1 in the group plan access box (not way) above the page. (*) Indicates the question is required." The form contains five numbered questions, each with a dropdown menu for the answer:

1. Have you purchased GEO Blue International Insurance through the UNM Group Policy? (*)
If yes, this is the only required question on this form.
If no, please answer the following questions about your insurance plan.
Please select one: +
2. Does your insurance cover a minimum of \$50,000 for health and accident coverage?
Please select one: +
3. Does your insurance cover a minimum of \$7,500 for medical evacuation?
Please select one: +
4. Does your insurance cover a minimum of \$15,000 for repatriation of remains?
Please select one: +
5. Proof of International Health Insurance
Please scan and attach a copy of your international travel health insurance form. To do this, click on the yellow folder located in the outside of the file box below; you will be prompted to increase your computer or iPad/iPhone and attach the appropriate document. GEO Blue offers UNM students a discount on International Health Insurance. Please visit the GEO Blue Student Website for more information on purchasing insurance. To take advantage of the discount, you must use the UNM Group Access Code: CSC-0281.

At the bottom of the form, there is a text box for a file upload and a note: "You may enter information on this form and use the Save button to save 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." Below this note are three buttons: "Save", "Submit", and "Cancel". A yellow callout box on the left side of the image contains the text "Click Save and Submit" with a yellow arrow pointing to the "Submit" button.

Click Save and Submit

16.STEP Registration

UNM Global Education Office

Application Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time.

Smart Traveler (STEP) Registration

Applicant Name:	Alex Salomon Himes
Program:	International Program Proposal for Global Leaders (for Non-Degree Seeking Enrollees)
Term of Study:	Program Proposals, 2017-2018

WARNING: Please remember to save your responses frequently, as your session will time out after 15 minutes.

Smart Traveler (STEP) Registration:

(*) Indicates the question is required.

1. Smart Traveler (STEP) Registration (*)

The U.S. Department of State offers a Smart Traveler Enrollment Program (STEP) for U.S. Citizens traveling abroad. Please go to <https://step.state.gov/step/> and register in the STEP program. Check you have registered with STEP under "Term" below. If you select "Not" please leave a description of why you were not able to register, for example I am not a U.S. Citizen.

Have you registered for the STEP Program? *

Please select one: *

Yes

No

See my answer manual on this form and use the "See button" to edit 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

Click Save and Submit