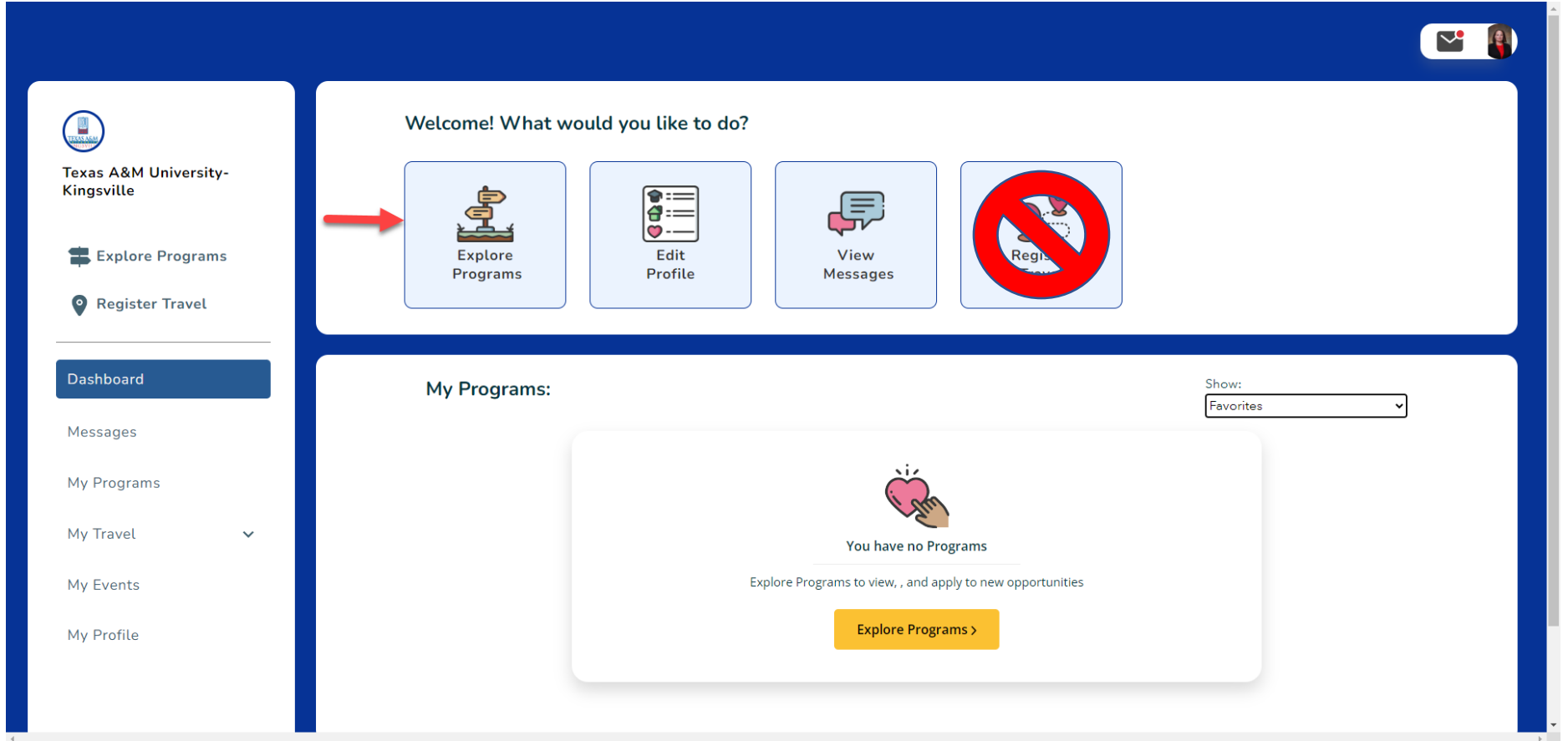


## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

1. Log into Via Global to access your profile page and click the 'Programs' link on the top left side of the header:



Welcome! What would you like to do?

Explore Programs

Edit Profile

View Messages

Register Travel

My Programs:

Show: Favorites

You have no Programs

Explore Programs to view, , and apply to new opportunities

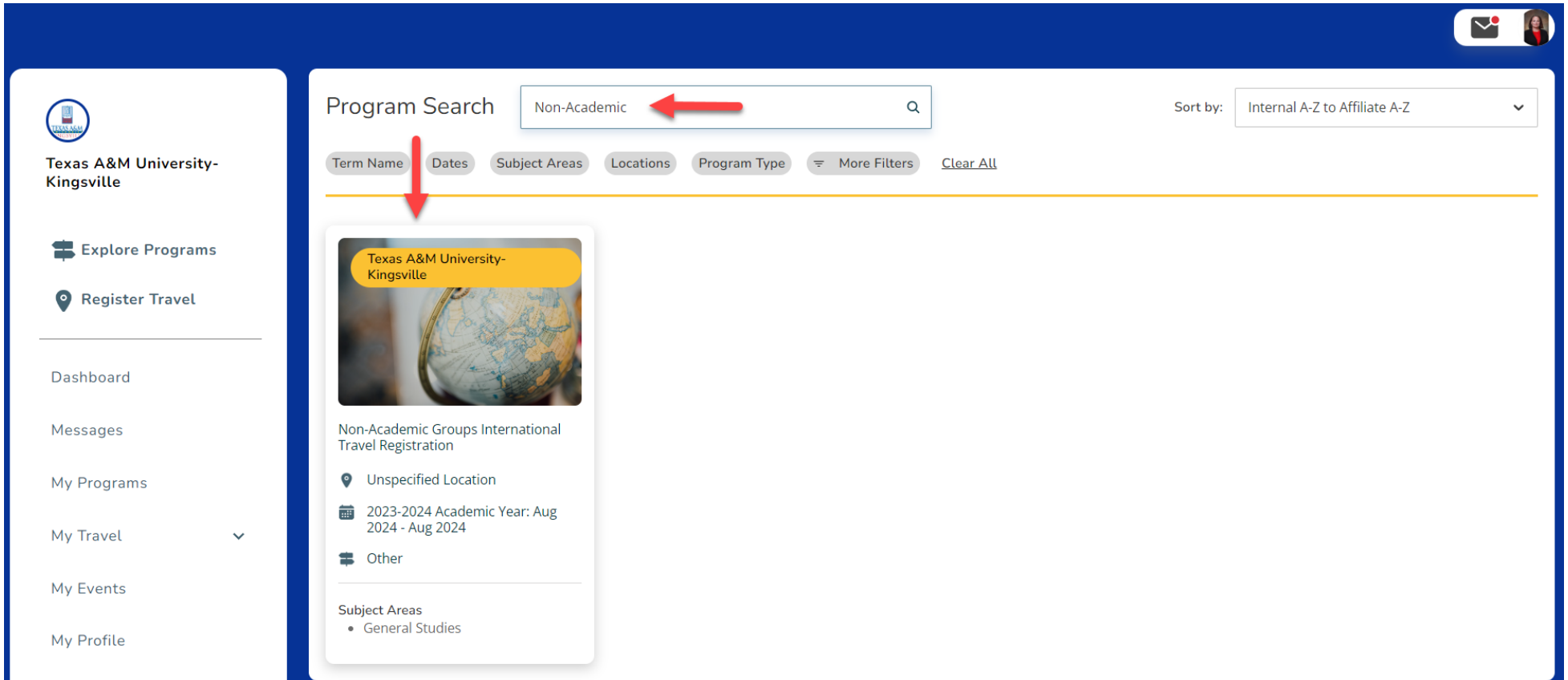
Explore Programs >

**DO NOT CLICK THE 'REGISTER TRAVEL' ICON AS IT IS NOT THE CORRECT OPTION FOR THIS PROCESS!**

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

2. Once on the 'Programs' page, type "Non-Academic" and click the associated icon to view the program brochure page:



The screenshot displays the 'Program Search' interface on the Texas A&M University Kingsville website. The search bar at the top contains the text 'Non-Academic', with a red arrow pointing to it. Below the search bar, there are several filter buttons: 'Term Name', 'Dates', 'Subject Areas', 'Locations', 'Program Type', 'More Filters', and 'Clear All'. A red arrow points to the 'Term Name' button. The search results are sorted by 'Internal A-Z to Affiliate A-Z'. The first result is a program card for 'Non-Academic Groups International Travel Registration' at Texas A&M University-Kingsville. The card includes a globe image and lists details: 'Unspecified Location', '2023-2024 Academic Year: Aug 2024 - Aug 2024', and 'Other' category. The 'Subject Areas' section lists 'General Studies'.

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

3. Click the yellow 'Apply' button on the top right corner of the program brochure page to access the application/registration form:

Have A Question? Share Program:    Favorite Programs:   [Apply](#)

# Non-Academic Groups International Travel Registration

[← Return to program dashboard](#)

[Program Overview](#)

[About Program](#)

[Academics](#)

[Term Information](#)

[Eligibility](#)

[Cost & Funding](#)

## Program Overview

Non-Academic Group International Travel is coordinated by TAMUK student groups/organizations, units, departments, colleges or other TAMUK entities that do not offer academic credit. Instead, these offer experiences of cultural enrichment, professional development, internship, research, or volunteer opportunities.

## Program Highlights

Program Type

Other

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

4. To start, select the appropriate program term (the academic year in which the international travel will be held) from the drop-down menu:

# Non-Academic Groups International Travel Registration

[← Back to program](#)

## Start Application

### When would you like to go?

Select a Program Term \*

Select a program term	∨
Select a program term	
2023-2024 Academic Year; Aug 2024 - Aug 2024	
2024-2025 Academic Year; Aug 2025 - Aug 2025	



Start Application

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

5. Next click the yellow 'Open Application' button on the bottom right corner after the appropriate program term has been selected to access the form:



[← Back to program](#)

#### Start Application

##### When would you like to go?

Select a Program Term\*

2023-2024 Academic Year; Aug 2024 - Aug 2024

By clicking Open Application, I agree to be contacted about this program by advisors and administrators of this program.

Open Application



## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

6. Once the application is open, you will need to complete all required sections (1-V) with the appropriate information:

**Application**

Non-Academic Groups International Travel Registration

📅 2023-2024 Academic Year: Aug 2024 - Aug 2024

🕒 Deadline: Aug 30, 2024 at 11:59pm CDT

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Non-Academic group international student travel is coordinated by TAMUK units, departments, colleges, or other TAMUK entities that do not offer academic credit. Instead, these offer experiences of cultural enrichment, internship, research, or volunteer opportunities. The primary department contact will coordinate with the Office of Global Engagement as part of the university sponsored student international travel approval process by the deadlines indicated below. For questions, contact [studyabroad@tamuk.edu](mailto:studyabroad@tamuk.edu).

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### I. TAMUK Sponsor Information

**TAMUK Sponsor \***

Please list the name of the unit, department, college, organization, or intity at Texas A&M University-Kingsville sponsoring the non-academic group's international travel.

90 Characters Remaining

**Primary Contact \***

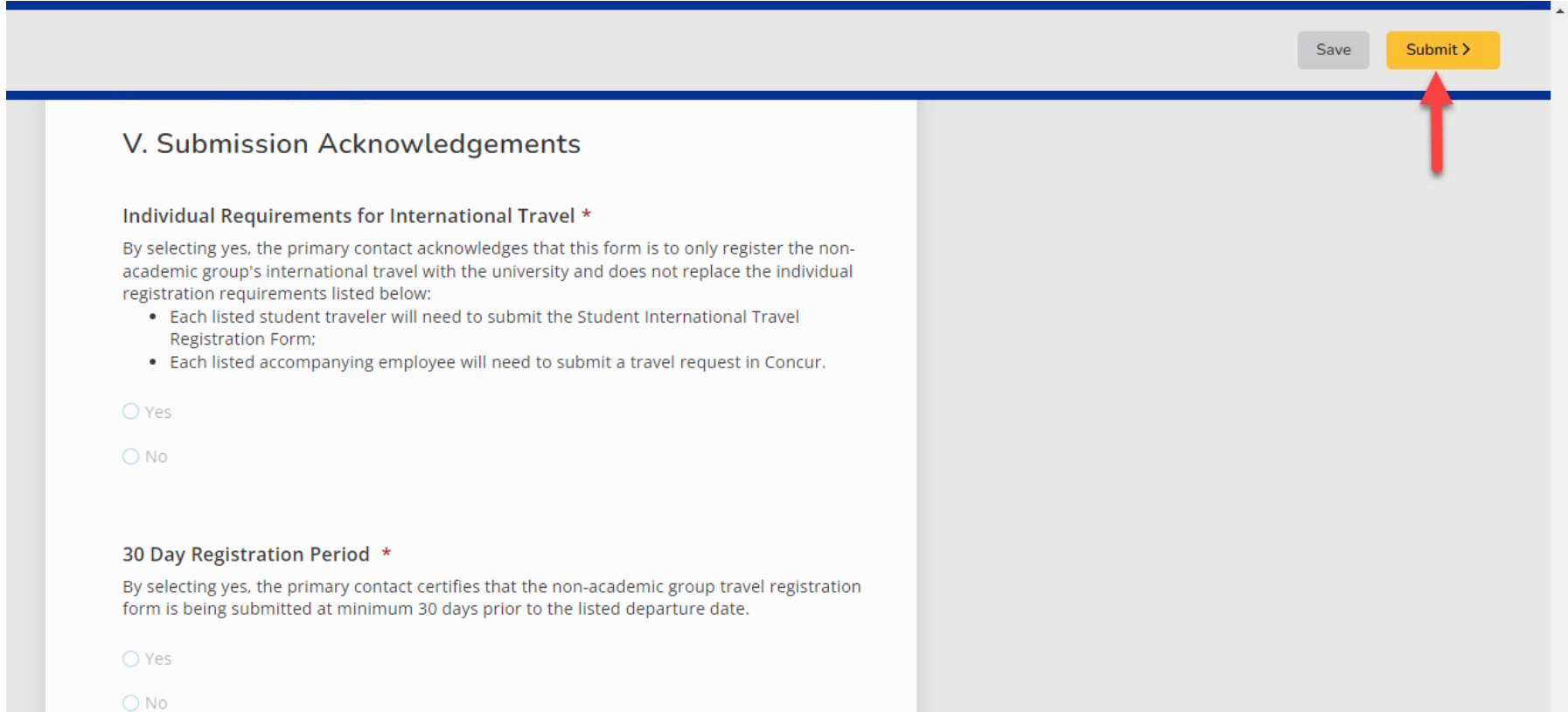
Please list the primary contact who will be coordinating with the Office of Global Engagement on behalf of the non-academic group travelling abroad.

90 Characters Remaining

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

7. Once all required sections have been completed, click the yellow 'Submit' button on the top right-hand corner:



The screenshot shows a web form with a grey header bar at the top right containing two buttons: a grey 'Save' button and a yellow 'Submit >' button. A red arrow points to the 'Submit >' button. Below the header, the main content area is white and contains the following sections:

#### V. Submission Acknowledgements

**Individual Requirements for International Travel \***

By selecting yes, the primary contact acknowledges that this form is to only register the non-academic group's international travel with the university and does not replace the individual registration requirements listed below:

- Each listed student traveler will need to submit the Student International Travel Registration Form;
- Each listed accompanying employee will need to submit a travel request in Concur.

Yes

No

**30 Day Registration Period \***

By selecting yes, the primary contact certifies that the non-academic group travel registration form is being submitted at minimum 30 days prior to the listed departure date.

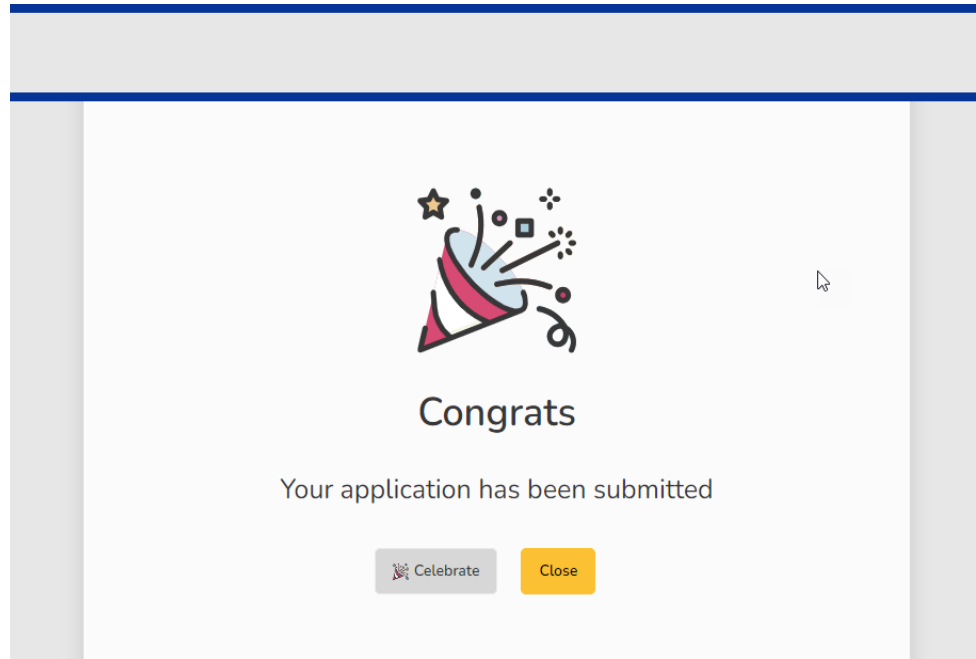
Yes

No

## Non-Academic Group International Travel Registration

### Step-by-Step Registration Guide

8. The below message will appear to confirm the submission process has been completed and you can now exit the platform.



The Office of Global Engagement will then review the form to make sure all sections were completed accurately and then update the application's status from 'submitted' to 'confirmed' to finalize the travel registration process for the non-academic group travel **ONLY AFTER** all individual travel registrations have been received by Global Engagement for the students indicated as travelers on this form.