

## How to Get UVM Approval for Independent Travel, Research, Internships, and Rotations Abroad

1. Go here:

<https://goabroad.uvm.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=10867>

and click on the Apply Now button

Overview

Please apply to this program if you are participating in one of the following:

- An independent internship abroad, funded (in part/whole) by UVM and/or bearing UVM credit
- A College of Medicine international elective
- Undergraduate student research abroad, funded (in part/whole) by UVM and/or bearing UVM credit
- Graduate student research abroad, funded (in part/whole) by UVM and/or bearing UVM credit
- Any independent travel that is funded in part or whole by UVM (for example, competition or conference participation)
- Going abroad as part of a club that receives SGA funding

Any student who fits into any of the above categories needs to complete paperwork in GoAbroad to receive UVM approval to travel internationally. Please click on the Apply Now button below to register your travel and complete the necessary online forms.

Apply Now

Request Info

2. Then select “I have a UVM Network ID username and password”

Please indicate how you will be logging in:

☒ I have a UVM Network ID username and password.

☐ I have login credentials to this site that I received by email.

☐ I do not have login credentials to this site.

Submit

and if you are not already logged in on your browser, you’ll be taken to the UVM login page. Input your UVM NetID and password. If you are already logged in, you’ll be taken immediately to step 3.

3. Select the term that best fits your travel, then click “apply”

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the "Apply" button at the bottom of the page. X

Available Terms

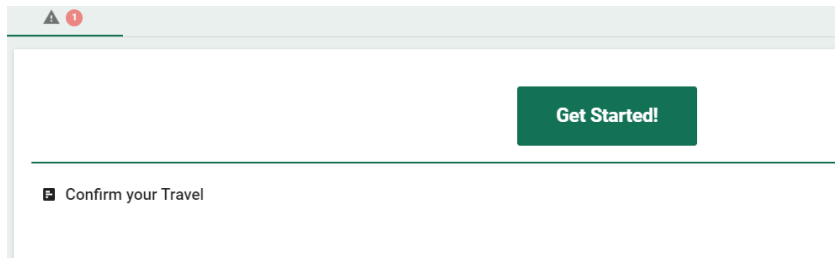
Terms

- ☒ Academic Year, 2020-2021
- ☐ Fall, 2020
- ☐ Spring Break, 2020
- ☐ Summer, 2020
- ☐ Spring, 2021
- ☐ Winter Break, 2021

Apply Cancel

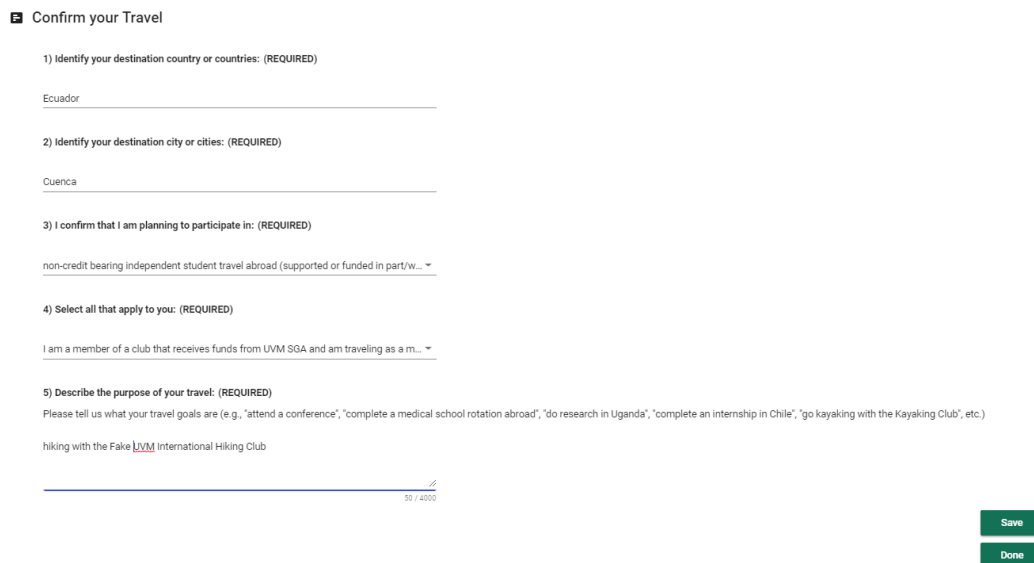
## How to Get UVM Approval for Independent Travel, Research, Internships, and Rotations Abroad

- GoAbroad will create an application record for you (this may take a minute) and bring you to your application page. There will just be one form showing, called “Confirm your Travel”. Please click the Get Started button



The screenshot shows a web interface with a light green header bar containing a warning icon and a red notification bubble with the number '1'. Below the header is a large green button labeled 'Get Started!'. Underneath the button is a horizontal line, and below that is a form titled 'Confirm your Travel' with a small icon to its left.

and then complete the Confirm your Travel form and click the “done” button.

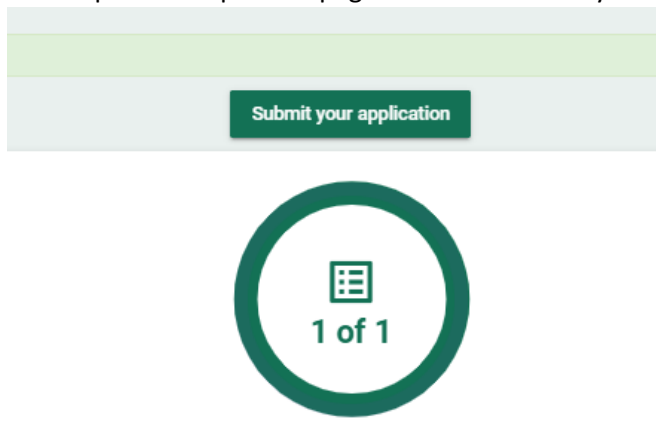


The screenshot shows the 'Confirm your Travel' form with the following sections:

- 1) Identify your destination country or countries: (REQUIRED)**  
Ecuador
- 2) Identify your destination city or cities: (REQUIRED)**  
Cuenca
- 3) I confirm that I am planning to participate in: (REQUIRED)**  
non-credit bearing independent student travel abroad (supported or funded in part/w...)
- 4) Select all that apply to you: (REQUIRED)**  
I am a member of a club that receives funds from UVM SGA and am traveling as a m...
- 5) Describe the purpose of your travel: (REQUIRED)**  
Please tell us what your travel goals are (e.g., "attend a conference", "complete a medical school rotation abroad", "do research in Uganda", "complete an internship in Chile", "go kayaking with the Kayaking Club", etc.)  
hiking with the Fake UVM International Hiking Club

At the bottom right of the form are two green buttons: 'Save' and 'Done'. A character count '50 / 4000' is visible at the bottom of the text area.

- Scroll up to the top of the page and click “submit your application”



The screenshot shows a web interface with a light green header bar. Below the header is a large green button labeled 'Submit your application'. Below the button is a large green circle containing a document icon and the text '1 of 1'.

## How to Get UVM Approval for Independent Travel, Research, Internships, and Rotations Abroad

6. OIE will receive your GoAbroad form and move you into the post-decision checklist. You will receive an automated email from GoAbroad when OIE does this, which will look similar to this:

### Office of International Education - Application Activity

Following is the list of current activities:

1. Your application status has changed.  
Program Name : Independent Travel, Research, Internships, and Rotations Abroad  
Application Cycle : Spring Break, 2020

UVM Network ID users, login here: <https://goabroad.uvm.edu/secure/>

General non-UVM Network ID login: <https://goabroad.uvm.edu/index.cfm?FuseAction=Security.Login>

7. Click on the appropriate link in the email to go to GoAbroad and log in. you will see your “decision letter” window pop up on the screen once you are in your record, please click to exit the letter. Then, you can complete the rest of the forms in your GoAbroad checklist by clicking on any specific form or the “Get Started” button.

The screenshot shows the GoAbroad application checklist interface. At the top, there is a green header bar with the text "Independent Travel, Research, Internships, and Rotations Abroad - Spring Break, 2020". Below the header, there is a navigation bar with a red circle icon and a home icon. The main content area features a large green button labeled "Get Started!". Below this button, there is a list of application steps, each with a document icon and a label: "Emergency Contact Information", "Passport Information", "Independent Travel Health & Safety", "International SOS and Emergencies Abroad", "International SOS Itinerary Review and Pre-Travel Security Brief", "Travel Immunizations", "US State Department Travel Advisory Waiver- Independent Travel", "Register with the Department of State", and "Memorandum of Understanding". Below the list, there is a section titled "Completed requirements" with a sub-section labeled "Pre-decision requirements".

8. Once you have completed all the forms in your checklist, please scroll up and click the “submit your application” button. OIE will follow up with you directly if anything is missing.

The screenshot shows a green button labeled "Submit your application" at the bottom of the page.