

# **NMSU Study Abroad Agreement–Resident Credit Programs**

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**Please type, print in ink, and make sure all writing is legible.**

## **Definition of Resident Credit Programs**

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When NMSU students are enrolled in courses at NMSU and travel outside the U.S. as part of their academic program or under sponsorship of the University, they are classified as Study Abroad Students in a Resident Credit Program. Students could be travelling as part of an employee led group or by themselves. Typically, these students are traveling outside the U.S. as part of a faculty or instructor led class field trip, or they are traveling alone to complete research or internship requirements. Students traveling outside the U.S. to attend professional conferences are included in this definition only if their travel is sponsored or financed by a college or department.

## **University Policy Governing Student Travel on Resident Credit Programs**

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Since safety is a prime concern for all who are involved in study abroad, and since the reduction of risk and institutional liability is important to the university, the university put in effect on January 1, 2003 the following policy to govern employee led or supervised study abroad activities.

"All NMSU main and branch campus faculty members or other employees who conduct, supervise, or in some other way facilitate the participation of NMSU registered students in field trips, courses, internships, research, or other activities that involve travel outside the U.S. are required to submit <the *NMSU Study Abroad Agreement: Resident Credit Programs*>\* **at least 30 days prior to the departure of the students.** They also need to <have participating students fill out and sign the student data section of the Agreement>\* so students may comply with pre-departure requirements for study abroad. <This form may be obtained in PDF format at <http://studyabroad.nmsu.edu/Pages/Employees/Policy.html> or in printed form from the Office of Study Abroad.>\*

This policy will assure that NMSU students traveling outside the U.S. while registered and earning resident credit at NMSU will be advised and oriented consistently as are those who already go on exchanges to earn transfer credit and are required to complete pre-departure orientation that covers health, safety, and other issues related to successful student travel abroad. The policy will also help the university reduce institutional liability related to endorsing study abroad by NMSU students." Adopted 1-1-2003 (\*Forms and procedures revised 1-2004)

## **Obligation of Employees Leading or Supervising Students in Resident Credit Programs**

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The obligations of employees (faculty or staff members) leading or supervising students in Resident Credit Study Abroad Programs before students depart are:

- to **notify** their College and/or Department of the planned student travel program.
- to **require every student traveling abroad** to fill out completely and sign the student data section of the *Study Abroad Agreement-Resident Credit Programs*.
- to **notify** every student to purchase travel insurance from the Office of Study Abroad before they allow them to depart.
- to **provide adequate safe travel orientation** (or have students complete the WebCT Study Abroad Orientation administered by the Office of Study Abroad).
- to **forward** this form to the Office of Study Abroad prior to departure of the student(s).

## **Additional Notes:**

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Additional procedural information may be found on Page 6 of this document. Questions about this policy and procedures to follow should be directed to the Office of Study Abroad at [stdyabrd@nmsu.edu](mailto:stdyabrd@nmsu.edu).

A copy of the form will be returned to the employee(s) organizing or supervising student travel after the Office has verified that each student purchased the required Accident Insurance.

A verified copy of the form will also be forwarded to the person listed in Section G.

# Employee Notification Section

## A-Program Type (select only one)

Fill out completely. Make sure students fill out their section completely. Students must be informed to purchase the mandatory travel insurance. Type or print block letters in ink only.

-Group Travel -Individual Student Travel • Is this travel activity -required -not required for student(s) to receive credit?

## B-Purpose of Trip

-Day Trip to Mexico -Field Trip (more than one day) -Research project -Field Studies project -Internship  
-Conference -Other (specify activity): \_\_\_\_\_

## C-Length and Location(s) of Trip

Student(s) will depart the U.S. on (m•d•y)  •  •  and return to the U.S. on (m•d•y)  •  •

Country(ies) to be visited: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

## D-Employee(s) Responsible for Student Activity

Last Name	First Name	Department	Email	Telephone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## E-Safe Travel Orientation Arrangement

Who will organize Travel Orientation for this trip? (See policy on Page 6 for trips more than 30 days)

Last Name	First Name	Department	Email	Telephone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Has organizer of travel orientation read the *Guide for Employee Led or Supervised Study Abroad Programs*? -Yes -No

Does organizer of travel orientation need assistance from the Office of Study Abroad? -Yes -No

## F-Medical and Accident Insurance Verification

Mandatory **Travel** Insurance Policy will be purchased:

-by the department for the group -by each student.

### Caution:

Employees taking students without medical evacuation insurance on trips outside the U.S. may create a serious legal and financial liability for themselves and the university in case of a medical emergency requiring evacuation to the U.S.

## G-Employee(s) Notification of Trip to Supervisor(s)

Who has been notified by the employee(s) listed in Section D that the above designated trip has been organized?

Last Name	First Name	Department	Email	Telephone
1.	_____	_____	_____	_____

Report Year: \_\_\_\_\_

# Student Participant List

Fill out completely by typing or printing block letters in ink only

Have each student participating in the above named study abroad activity provide required information and then sign  
\*By signing student verifies Acceptance of Terms of Participation printed on page 6 and accuracy of insurance information.

**1** Last First M D Y  
Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Citizenship: -U.S. -Other Country-Specify: \_\_\_\_\_ If non-U.S. citizen, are you a Permanent Resident? -Yes -No  
Gender: -M -F Tel# \_\_\_\_\_ E-mail: \_\_\_\_\_  
Ethnic Origin: -African-American, -American Indian/Alaskan Native, -Asian-American or Pacific Islander, -Hispanic-American, -White, non-Hispanic, -Multiracial, -Other, -Decline to declare  
Status: Are you enrolled in a NMSU degree program? -Yes -No If yes, what is your major? \_\_\_\_\_ Level? -FR -SO -JR -SR -Master's -Ph.D.  
Emergency Contact Name: \_\_\_\_\_ Last First Tel.# \_\_\_\_\_  
Travel Insurance Policy: -HTH Health Select -HTH MEDX Plus -BETA Signature \_\_\_\_\_  
Purchasing one of the travel insurance policies listed above is mandatory. Answer all questions and read Page 6 before signing

**2** Last First M D Y  
Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Citizenship: -U.S. -Other Country-Specify: \_\_\_\_\_ If non-U.S. citizen, are you a Permanent Resident? -Yes -No  
Gender: -M -F Tel# \_\_\_\_\_ E-mail: \_\_\_\_\_  
Ethnic Origin: -African-American, -American Indian/Alaskan Native, -Asian-American or Pacific Islander, -Hispanic-American, -White, non-Hispanic, -Multiracial, -Other, -Decline to declare  
Status: Are you enrolled in a NMSU degree program? -Yes -No If yes, what is your major? \_\_\_\_\_ Level? -FR -SO -JR -SR -Master's -Ph.D.  
Emergency Contact Name: \_\_\_\_\_ Last First Tel.# \_\_\_\_\_  
Travel Insurance Policy: -HTH Health Select -HTH MEDX Plus -BETA Signature \_\_\_\_\_  
Purchasing one of the travel insurance policies listed above is mandatory. Answer all questions and read Page 6 before signing

Office Use Only: Insurance purchase & verification







## Procedures and Policies

### **\*Terms of Agreement for Students Traveling on Resident Credit Programs**

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As an NMSU student listed on the *Study Abroad Agreement-Resident Credit Program* and of legal age (18 or above), I state that I have filled out my data section completely and truthfully, and that I agree to enter into this agreement by and between the Regents of New Mexico State University, hereafter called "University," as follows:

In and for the consideration of participating in the off-campus study abroad program designated on this form, I agree and promise that I will not hold the University, its employees, its agents, or others who are assisting in the supervision and operation of the program listed in the Employee Notification Section of this form responsible for any claims, injuries, damages, losses, illnesses, causes of action or as a result of transportation to and from the program site. I also agree that I have been informed of the safety and health risks inherent in participating in this activity. **In the event I require medical treatment or transportation to obtain treatment, all costs associated or incurred and not covered by NMSU's mandatory insurance policy are my responsibility.**

Whereas I desire to participate in a study abroad program while in resident credit status under the terms and conditions hereafter set forth and agree to abide by the student code of conduct at NMSU and any host program institution, **I agree by having signed as designated on this form** that I have or shall (1) **comply with all orientation, immunization, and insurance requirements** established by the University for the study abroad program, (2) **pay all fees assessed** by New Mexico State University for participation, (3) **fulfill academic requirements** as set forth by the supervisor of the program, (4) **notify the supervisor of the activity of my intent to cancel** any or all of the study abroad program, and (4) permit the Office of Study Abroad to **contact the Emergency Contact listed and discuss the student's study abroad program** in case of an emergency.

### **Student Travel Insurance Policy**

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*As a condition of studying abroad in Resident Credit Status, every NMSU student must be covered with illness and/or accident insurance that will pay for medical and emergency care abroad, including medical evacuation and repatriation of remains. Insurance coverage must be effective the day students leave the U.S. and continue until they return. The insurance requirement may be fulfilled as follows:*

#### **Day trips or single overnight trips to Mexico across the U.S.-Mexico border, or attendance at a conference anywhere outside the U.S.**

Purchase HTH Worldwide MEDEX Plus Program that covers only Emergency Medical Evacuation and Repatriation of Remains (unlimited benefit), and Medical Assistance. Students will be responsible for the cost of any in-country medical care provided.

#### **Travel outside the U.S. more than 1 day and less than 30 days**

Purchase BETA Basic Emergency Travel Assistance, which covers \$250,000 Emergency Medical Evacuation, \$25,000 Repatriation of remains, and \$5,000 Accidental Medical Protection (may be purchased semi-annual or annual a low cost, and is ideal for students taking multiple trips abroad). Students may also purchase HTH Blanket Student Accident and Sickness Insurance (Health Select) that covers \$100,000 per injury or sickness with no deductible, \$25,000 repatriation of remains, and \$75,000 Medical Evacuation (may only be purchased by monthly increments). BETA is ideal for students who have their own medical insurance but need medical evacuation protection, and HTH is ideal for students who have no medical insurance.

#### **Travel outside the U.S. more than 30 days**

Purchase HTH Blanket Student Accident and Sickness Insurance (Health Select) that covers \$100,000 per injury or sickness with no deductible, \$25,000 repatriation of remains, and \$75,000 Medical Evacuation (may only be purchased by monthly increments).

#### **Procedures for Purchasing Travel Insurance**

Contact the Office of Study Abroad which administers these programs and will provide information on how the student can purchase the insurance, or how a department can purchase the insurance on behalf of the students. The Office needs at least one week prior to departure to arrange insurance purchases. Call 505-646-5107 for current rates and assistance.

### **Obligation of Employees to Provide Safe Travel Orientation**

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The university has a responsibility to inform all students traveling outside the U.S. under university sponsorship, **even for day trips to Mexico or to conferences**, about proper travel procedures and safety and health risks inherent in participating in the activity.

**Employees leading groups** of students on field trips or **supervising students going unaccompanied** on programs of **less than 30 days** are responsible solely for providing health and safety orientation to students under their direction. Employees should consult the *Guide for Employee Led or Supervised Study Abroad Programs* which covers these student orientation topics: *Disclosure of Terms of Participation, Emergency Preparedness, Traveling Out of the U.S., Health and Safety, and Traveling Back to the U.S.* (<http://studyabroad.nmsu.edu/Pages/Employees/Guide.html>). This *Guide* also has sections that cover specific issues related to day trips to Mexico and special advice for employees traveling abroad. The Office can also provide a 20 minute Safe Travel video.

For trips of **30 days or more** employees need to refer students to the Office of Study Abroad which will enroll them in the *WebCT Study Abroad Orientation* course that is available at all times. This course requires students to review key information to prepare them to handle long-term travel, health and safety issues, and to conduct themselves appropriately abroad (<http://studyabroad.nmsu.edu/Pages/Plan/Fulfill.html>). The course also requires students to complete two quizzes that test their knowledge of procedures, risks, cultural adjustment, country specific issues, and much more.