For <u>Junior Journey eligible students</u>, there will be a two-day Priority Sign Up for Spring & May 2025 trips beginning on October 28th at 8:30 a.m. On October 28th ONLY <u>seniors</u> may log onto their student portal and October 29th ONLY <u>junior journey eligible students</u> may log onto their student portal to apply. You will need to click the travel tab at the top of the portal ribbon, complete a trip application in full, submit the application along with a passport that is valid six (6) months beyond the return date of the trip, your driver's license or govt. issued ID and health insurance card. <u>You must</u> travel prior to graduating from Florida Southern College. Only undergraduate students are eligible to travel.

All other students will have access to the Travel tab on the portal to apply for a trip beginning October 30th.

Note: You may only apply for one (1) trip. Take your time and please make sure you choose the correct trip from the dropdown box. If the trip is not in the drop-down box, it is full and not available. Your application will only populate to the trip you choose from the drop-down box. It will not populate to a selection that you have typed in the box. You may choose another trip. (er)14o-go to the portal, click "Travel" at the top of the screen. (If you do not have the "Travel" tab, it is be are not eligible to apply at that time). The travel tab will be visible to all students on October 30

th.

• Step 2-begin and complete the application in full and upload all requested documents. Incomplete applications cannot be accepted so do not begin the application unless you have all information and documents required to complete it. When prompted, you must upload a government issued ID before your application is properly submitted. You must also upload a copy of your valid passport with an expiration date of 6 months beyond the return date of the trip.

Please do not upload an expired passport or any other notes. Important: only applications with a valid passport and other docum@intenvipitibeityotrisiplestætulus fall submission and will be anmissi2 (ly) (2) (ir11.3 (s)-1.3 (i)10.6 (o) d passport or receipt showing you have paid and applied for a passport.

In from the instructor, please make sure you email the Faculty member

submitting your application. (Note: You may submit the

Look at your percentage of application completion, if it is not 100%, we cannot process it so make sure you finish it.

You must have a Health Clearance Form completed by a licensed healthcare professional within 6 months of the trip departure. A Health Clearance for Student Travel form is a requirement to participate on a trip and must be submitted by email to <u>juniorjourney@flsouthern.edu</u> by January 6th. (**Note:** this form is available under the Travel tab.) We cannot access FSC records. You must send them to us.

Turning in Additional Documents and Receiving Clearance to make a deposit. Trip Deposits are non-refundable.

Step 3- You must have clearance from the Office of Student Travel via email before you can make your deposit. If your application is approved, you will be notified by email from the Office of Student Travel with instructions on how to make a deposit. You are not guaranteed a spot on the trip until your deposit is received. Please make sure you are checking your