

JayTerm Forms

If you are a faculty member serving as a Group Travel Leader, please note the following:

Items for *all travelers* to complete, including Group Travel Leaders:

- [W&J Traveler Information Form](#)
 - Faculty should please ensure your participants complete this item 30 days before departure.
 - Note that for the purposes of this form, your group should have a single leader. There is a place in the survey to list a leader. **Everyone needs to put the same name and email there. Only one name and email can go in. Please decide who this should be and communicate this to all travelers.** The leader will receive a confirmation when their students complete the form.
 - a. Note that information for the insurance enrollment is pulled from this form, so the entire group must complete it before insurance is processed.
 - All travelers should also enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) . Faculty are responsible for ensuring everyone is enrolled. Creating an account with STEP is not enough. After creating an account, you must click “add a trip or residence abroad” and put in the relevant information. [Example](#).

Additional Items for *Group Travel Leaders* to complete/submit:

- A .pdf of each participant’s passport, including that of the Group Travel Leader – sent by email all at one time to Studyabroad@washjeff.edu.
 - Note: If you are not traveling internationally, please submit the [Domestic JayTerm Participant List](#).
 - Please submit these items 30 days before departure.

Additional Item for *students* to complete:

- [Student Travel Course Safety and Waiver Survey](#)
 - Please ensure your students complete this item 30 days before departure

Item for *non-student participants* to complete, if applicable:

- [Non-Student Participant Travel Course Safety and Waiver Survey](#)
 - Please ensure your W&J-affiliated participants complete this item 30 days before departure

We recommend that faculty travel leaders call a meeting with their group in a computer lab to have everyone do their forms at one time and to also collect passport copies. This is the most efficient method of making sure everything is complete.