

Program Assistant Eligibility Criteria

The APD may elect to have a program assistant participate on their study abroad program. The program assistant can be either a graduate student, a Texas State faculty member, or a Texas State staff member. However, Education Abroad must approve each program assistant, and the criteria below must be met.

A) Texas State Graduate Students

- Should not be enrolled in the study abroad program as a student participant
- Must be recommended by APD
- Must be in good academic and disciplinary standing
- Must attach two letters of recommendation, a resume and unofficial transcripts to the *Approval to Assist Education Abroad Program Form*
- Must have leadership skills/experience demonstrated through resume
- Must have a valid passport for at least 6 months after the last day of the program
- Must be eligible for travel visa as required by the host country/countries (if applicable)
- Should have international travel experience (preferred)
- Should be fluent in the local language (preferred)
- Must be approved by the academic department chair/director and The Graduate College Dean
- Must submit the completed approval form to Education Abroad on or before the student application deadline
- Must complete required training

B) Texas State Faculty

- Must be recommended by APD
- Must be approved by the academic department chair/director
- Must be approved by the Faculty and Academic Resources Office
- Must have a valid passport for at least 6 months after the last day of the program
- Must be eligible for travel visa as required by the host country/countries (if applicable)
- Should have international travel experience (preferred)
- Should be fluent in the local language (preferred)
- Must comply with UPPS No. 04.04.39 regarding disclosure of any personal relationship with the APD or other faculty member (if applicable)
- Must submit the completed approval form to Education Abroad on or before the student application deadline
- Must complete required training

C) Texas State Staff

- Must be recommended by APD
- Must be approved by direct supervisor
- Must use vacation time or leave without pay while abroad
- Will not be eligible for stipend
- Must have a valid passport for at least 6 months after the last day of the program
- Must be eligible for travel visa as required by the host country/countries (if applicable)
- Should have International travel experience (preferred)
- Should be fluent in the local language (preferred)
- Must comply with UPPS No. 04.04.39 regarding disclosure of any personal relationship with the APD or other faculty member (if applicable)
- Must submit the completed approval form to Education Abroad on or before the student application deadline
- Must complete required training

IMPORTANT CONSIDERATIONS:

- If an APD is requesting a program assistant that is not a currently enrolled student or employee of Texas State University, the chair/director of the academic department will be required to attach a written justification to the *Approval to Assist Education Abroad Programs* form, indicating that no other faculty member or graduate student in their department is able to participate in this role. If approved by Education Abroad, the academic department will be responsible for completing and submitting the hiring paperwork required by Texas State University.
- Undergraduate students are not eligible for the role of program assistant.