

# Faculty-led program Proposal Procedure if you are already a Traveler in Via TRM

Questions? Contact Inés Maxit, [maxitie@sfasu.edu](mailto:maxitie@sfasu.edu), 936.468.2961

- 1- Log in [Via TRM](#). Go to *Programs* and search for *SFA Faculty-led (only for faculty leaders)* using the two filters shown below (*Program type* and *Provider*).
- 2- Once you find the program, click on it and you will open the program page. Read the information on faculty-led programs and apply (the application's name is *Registration of Intent*). You may be asked on which term you want to travel, please select what applies.

The image shows a screenshot of the Via TRM interface. At the top, there is a purple navigation bar with the SFA logo and two tabs: "Profile" and "Programs". A pink arrow points to the "Programs" tab. Below the navigation bar, there is a search filter section with several dropdown menus and checkboxes. A pink arrow points to the "PROGRAM TYPE" section, where "Faculty/Teacher Led" is selected. Another pink arrow points to the "PROGRAM PROVIDER" section, where "Stephen F. Austin State University" is selected. To the right of the search filters, there is a program detail page for "SFA Faculty-Led Program (only for faculty leaders)". A pink arrow points to the title of this program. The program detail page includes a photo of a group of people, a description of the program, and the location "Nacogdoches, United States".

**Profile Programs**

1 week 24 months

**SUBJECT AREA**  
Select all that apply

**PROGRAM COUNTRY**  
Select all that apply

**PROGRAM CITY**  
Select all that apply

**PROGRAM TYPE**

Exchange	<b>Faculty/Teacher Led</b>	Fellowship	Group Travel	Internship	Research
Scholarship	Service Learning	Study Abroad	Teaching English	Virtual	
Volunteer	Working	Other			

**LANGUAGE OF INSTRUCTION**  
Select all that apply

**LANGUAGE IMMERSION**  
Yes No

**HOUSING TYPE**

Host family	Hostel	International student house	Private apartment
Residence hall	Shared apartment	Ship	Other

**PROGRAM PROVIDER**  
Stephen F. Austin State University

**0% MATCH**

Stephen F. Austin State University  
Faculty/Teacher Led, Group Travel...

## SFA Faculty-Led Program (only for faculty leaders)

Nacogdoches, United States

Faculty-led programs are responsible for the majority of our study abroad participation each year. We rely on the creativity and dedication of our faculty to develop unique and interesting program options for students. Traveling and teaching abroad with a group of SFA students can be an incredibly enriching experience, both professionally and personally.

International/Global Studies

May 2021 - August 2021  
August 2021 - December 2021  
+3 more

- 3- The application asks for basic program questions. Some fields are already populated by Banner (you will notice a lock icon). When done, click *Submit*.
- 4- Allow 1-2 Business days after you applied. You will receive an email letting you know that your application status has been changed to *Committed*. Log in Via TRM.
- 5- Go to the *Profile* tab in the purple ribbon on the top. The profile is like your “dashboard”.
- 6- Please click on the *Forms* tab on the menu on the left. The *Faculty Led Program Proposal Package* will be available there. Additional program information may be added here (airfare, student information, etc.) allowing you to have all program information in one place.

The screenshot displays a user profile interface. At the top, a purple navigation bar contains 'Profile' and 'Programs' tabs, with a pink arrow pointing to 'Profile'. The profile header for 'Veronica Mars' includes a profile picture placeholder with a camera icon, the text 'EVENTS 0 - Attended', and a 'PREDEPARTURE' section with 'Last Login: April 30, 2021'. A vertical menu on the left lists 'TRAVELER INFO', 'PROGRAM PREFERENCES', 'EVENTS', 'MY PROGRAMS', 'APPLICATIONS', and 'FORMS', with a large pink arrow pointing to 'FORMS'. On the right, a 'MESSAGES' section features a 'Subject Line' input field, a 'New Message...' button, and two message cards from 'Inés Maxit' dated 'April 16, 2021'. Each message card contains the text 'SFA Study Ab Hi Veronica, Congratulatio' and 'Attachments: 0'.