

**PRIME Process**

**1. PRIME Information**

You are required to submit certain documentation to the Office of Global Programs and Partnerships. This information will assist us in creating a database that will help us determine the type of visa (if any) you’ll need to travel to your assigned locations, help us help you in making sure you have the appropriate documentation to reenter the U.S., provide emergency contact information to the administration should you need assistance while you’re abroad, and give you access to the ranking process for your site/project/roommate.

**2. Release Authorization, Travel Release, Informed Consent, and Medical Treatment Authorization Forms**

These forms are mandatory for all USC students traveling abroad. These forms are issued by the University and are standard. The forms are accessible on the Global Programs site. Just read, digitally sign each form, and you’re done. The deadline to complete this process is October 30, 2015.

**3. PRIME Site Selection Process**

After you attend the information session and review the handouts, you must rank your preferences on the PRIME Travel System located in MyMarshall/Academic during the allotted time. This will insure that you will be included in the selection process with the entire group. Use the time between the information session and the ranking period to talk to second year students and talk to the PRIME faculty.

You will need to rank all sites to complete the process. You will be able to access the website from anywhere and anytime during the ranking period, and you may change your rankings as many times as you wish as long as it is within the allotted time. If we have not received all of the necessary information from you or if you have not filled in the required fields in the database, you will not be permitted to enter the ranking site.

Once the link for the ranking has been closed, you may not change your preferences. After the deadline, we will announce the site assignments. If you wish to trade, you may do so by finding someone willing to trade with you. You must then notify the Office of Global Programs and Partnerships of your intention by the trade deadline. Your trade will be confirmed by email by the Office of Global Programs and Partnerships. No trades are possible after the deadline.

**4. Project Ranking Process**

After the winter break, we will give you information about the projects for GSBA 580 and ask you to rank your project preferences. You will again access the PRIME/PM GLOBE Travel System link. You must rank all the projects and complete the process within the allotted time.
PRIME Faculty will determine the assignments based on your preference. We will post project assignments in the PRIME Travel System in late February.

Once the link for the ranking has been closed, you may not change your preferences. If you wish to trade, you may do so by finding someone willing to trade with you. Each trade must be bilateral and must be approved by the site faculty. You and your trading partner must both email the site faculty and request the trade. The trade will be confirmed only after the faculty approves it. No trades are possible after the deadline.

5. Roommate Selection

After the winter break, you will be asked to select a roommate. You must select your roommate preference on the PRIME Travel System (access through the Global Programs site). You will see a list of individuals who will be traveling with you to the same site. You can select a person, and that person will automatically receive an email advising him or her of your selection. If the person agrees to room with you, he or she must go to the website and select you. If that person does not agree, then no match is made and you both stay on the list. If you do not select a roommate during the allotted time, we will assign you one.

6. Visas

After you are assigned to your PRIME site, the Office of Global Programs and Partnerships will notify each student who must apply for a visa to enter his or her assigned country or countries. We will give you an application, detailed instructions, and a deadline. This process varies from country to country and from nationality to nationality. You may apply through our office (in most cases) if you meet the deadline or you may apply on your own. If you apply on your own, you must bring documentation (a copy of your visa) to the Office of Global Programs and Partnerships.

7. Travel Plans

PRIME will officially end on site on May 20, 2016 when the faculty dismisses you. Our flight arrangements will have you scheduled to depart the country on Sunday, May 22. If you choose to extend your stay or leave earlier than May 24, you must communicate directly with the airline and pay any additional fees.