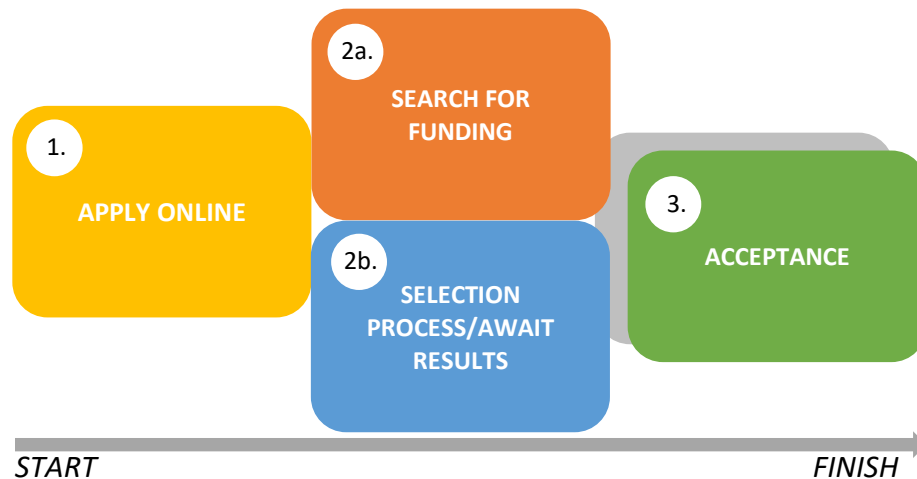




MOBILE SEMINAR ON PLANNING AND MANAGING TOURISM IN PROTECTED AREAS

APPLICATION GUIDE: STEP-BY-STEP

Overview of the application process:



The center's Training Coordinator, Erin Hicks, will be your main contact throughout this process. Feel free to e-mail her with any questions at protectedareas@colostate.edu.

Step-by-step:

1. APPLY ONLINE

NOTE: At the time you submit your application on-line:

- > It is not necessary to have funding secured
- > It is not necessary to have a passport
- > It is not necessary to have a U.S. visa

STEPS:

- 1. Fill out the 10-page online application form completely.** Access the online application [here](#). All application sections listed below should be filled out completely with the most accurate information possible. Fields with an asterisk (*) are required to proceed to the next page. Click the 'next' button when you are ready to move onto the next page. You may save your progress by clicking on the 'save' button. Enter your e-mail address to receive a link to your saved application. (**NOTE:** To apply online, a reliable Internet service with sufficient signal is required. If you do not have access to the Internet or have issues submitting your application online, please write the Training Coordinator at protectedareas@colostate.edu.)

The following application sections that need to be filled out include:

- Basic information
- Interest in this course/seminar: Please don't forget to write a brief paragraph of why you would like to participate in the seminar.
- Passport information: If you have a valid passport when you apply, please fill out your passport information here. Note the passport must be valid for no less than six months after you expect to enter the USA. If you do not have your passport, you can leave this section blank
- Visa information: Indicate whether you have a U.S. visa. If you have a U.S. visa when you apply, and it will be valid beyond your date of departure from the USA, please fill out your visa information here.
- Work information
- Work address
- Home information
- Contact information
- Previous attendance in one or more of our courses: Please indicate whether you have attended one of our courses before. Be sure to note which courses and years.
- Previous application to one or more of our courses: Please indicate whether you have applied to one or more of our courses before. Be sure to note which courses and years.
- Emergency contact: Please provide complete information for your emergency contact. This information is important in case of an emergency.
- Health insurance and personal medical history: The information you provide will not negatively affect your chance for selection to participate in the seminar. We ask for this information to be able to adequately attend to the needs of our participants. This results in a more secure and safe experience for all participants in the seminar.
- Funding and sponsoring organization information: Please accurately indicate your funding status at the time of application. If you do not have funding, please be sure to note this. (**NOTE:** *If you have confirmed funding, please upload a letter from your donor confirming the details of your funding to [our Dropbox](#). Be sure the file name is labeled clearly with your name.*)
- How will you pay
- Participant description for profile document: If you are selected to participate in the seminar, we will create a document highlighting the profiles of all seminar participants. Please include a paragraph here about your personal and professional experience to be included in the profile document.

- 2. Upload your supplemental documents while on the last page of the online application form (page 10).** After uploading your supplemental documents, type your full name in the box provided to create a digital signature. Indicate the date the application was signed and click 'send' to submit your application.
- Supplemental documents required when you apply online are the following** (*NOTE: These documents MUST be submitted by the application deadline. If you are unable to upload them at the time you submit your online application, please upload your documents clearly labeled with your name to [our Dropbox](#)*):
 - CV no longer than 2 pages
 - A letter of institutional support giving you permission on behalf of your supervisor/institution to participate in the seminar
- Supplemental documents required when accepted to participate in the seminar.** Documents should clearly labeled with your name and uploaded to [our Dropbox](#) once you have been selected and have confirmed your participation. (*NOTE: If you have all or some of these documents in hand when you apply, please upload them with your other supplemental documents*):
 - Copy of your passport
 - Copy of your US visa (if you have one)
 - A photo of yourself to be used for the participant biography document that will be sent out to all participants and presenters
- 3. Upon receiving your application, the Center will send you a confirmation e-mail indicating whether your application is complete and any additional steps that may need to be taken.** Be sure to follow the indications contained within the e-mail.

2a. SEARCH FOR FUNDING

NOTE: You should start your search for funding as early as possible. Some funding opportunities require applications up to a year ahead of the event. Every participant has the responsibility for finding their own funding. Colorado State University does not have scholarships to offer for participants in our courses.

STEPS:

- 1. Refer to the Center's funding guide [here](#) for ideas regarding possible sources of financial support.** Communicate with your professional and donor network, including within your organization, to identify opportunities.
- 2. Keep the Center informed regarding the status of your funding search.** Write the Training Coordinator at protectedareas@colostate.edu with an update regarding your funding status as your status changes.
 - If you find a source of funding that requires proof of acceptance to the course, please communicate with Training Coordinator to see if

the Center can send you a letter of provisional acceptance. Occasionally, the Center can provide letters of provisional acceptance to applicants in search of funding. (**Note:** *If you receive a letter of provisional acceptance, it does not guarantee your spot in the seminar. You must still confirm a funding source and follow the instructions indicated in the letter of provisional acceptance*)

- 3. Once you have confirmed funding, please upload a letter from your donor confirming the details of your funding to [our Dropbox](#).** Be sure the file name is labeled clearly with your name. This step is necessary so that the Center can proceed with the selection process.

2b. SELECTION PROCESS/AWAIT RESULTS (*this step occurs concurrently with step 2a*)

STEPS:

- 1. The official selection process lasts 1 – 2 months after the close of the application window.** The center will send out official results after this time. If you have received a letter of provisional acceptance during the application period, be sure to follow through with the indications contained within your letter. If you have further questions or have not received an official communication, please write protectedareas@colostate.edu.

3. ACCEPTANCE

NOTE: *For those who receive communication confirming their acceptance into the seminar, please review a summary of the steps you will be taking in coordination with the Center's Training Coordinator below. For those who were not accepted, we highly encourage you to apply again next year. In some cases, participants apply more than one time before being accepted. For those who have a letter of provisional acceptance, your status of acceptance can only be converted upon solidifying your funding and following the instructions detailed in the letter.*

STEPS:

- 1. If you receive notification of acceptance to the course, you will need to do the following:**
 - Confirm your participation following the instructions included in your official acceptance letter.
 - Send your missing supplemental documents (if you have not done so already) to protectedareas@colostate.edu:
 - Copy of your passport valid for at least six months after your entry date to the USA.
 - Copy of your US visa valid throughout your proposed stay in the USA if you have one. (**NOTE:** *If you do not have a visa, the Center will communicate with each participant to offer advice and provide you with a letter of support to the US consulate in your country. Please wait for this*

communication before applying for a visa at the US embassy.)

- A photo of yourself to be used for the participant biography document that will be sent out to all participants and presenters before the start of the seminar.
- 2. After receiving confirmation of your participation, the Center will send you a detailed logistics letter highlighting the next steps that you will need to take to prepare for your trip to Colorado.** The letter will highlight the following topics:
 - Information about getting a US Visa (**NOTE: Each participant is responsible for acquiring his/her own visa. Nonetheless, with more than 28 years of experience with international courses, the Center will provide advice and send each participant a consulate support letter to aid in your visa process. Please DO NOT apply for your visa without these documents.**)
 - Arrival and departure dates
 - Airport security and logistics
 - Transportation from Denver International Airport to Fort Collins
 - Guidance about what information to bring about your work
 - Phone calls and email from the U.S. to your home country
 - Packing list of what you should bring with you to the seminar
 - Weather conditions during the seminar
 - General notes including information about emergency health insurance that will be provided to you during the seminar
- 3. The Center will be in communication with each participant to advance logistics in preparation for the start of the seminar.** It is important that each participant responds in a timely manner with the requested information so that the Center can make proper arrangements. The specific logistical tasks each participant will be responsible for are:
 - Pay (or have your donor pay) the seminar fee before the deadline mentioned in your application letter
 - Acquire a US visa (if you do not already have one)
 - Acquire a passport (if you do not already have one)
 - Purchase your flight (this is the responsibility of the participant or their institution in most cases)
 - Confirm that the information regarding your medical conditions and dietary restrictions is up to date

For general information regarding the seminar, including deadlines, costs, and logistical information, please visit: <https://warnercnr.colostate.edu/cpam/seminar-tourism-protected-areas/>