Study Abroad Agent FAQ

Q. How do I access the Agent Portal?

A. Go to [www.uadventureabroad.com/agent-portal](http://www.uadventureabroad.com/agent-portal) to register as a member. Your request will have to be approved and you’ll then have access to the agent portal.

Q. How do I get registered with suppliers?

A. Set up is different for every supplier. Follow the instructions found in the Agent Planner.

Q. How do I get set up with Hub Spot?

A. Contact Brandon and ask for set up at adventuremaker@uadventuretravel.com

Q. What do the different titles of university faculty mean?

A. Adjunct- Paid per course. Non-tenured track. Could possibly still do a study abroad- depends on university; Assistant Professor- New professor. Tenure track. Can do a study abroad but may be working on dissertation. Associate Professor- More advanced professor. Tenure track. Can do a study abroad. Full Professor or Professor- Most senior professor. Earned Tenure. Can do a study abroad. Professor Emeritus- Retired. Will not be doing a study abroad but may be a good lead for alumni trips.

Q. Who should I contact in a University?

A. There are several options for you in selling study abroads. You should tap into each of them to optimize your sales potential. First, contact professors for faculty-lead study abroads. The study abroad office is the place to go to become an approved supplier and/or provide marketing materials for professors. You can also ask if they have any professors that need help with a program. The Office for International Studies is a great resource to get an affiliate program established with the university or, if you’re a foreign study abroad agent, to get an agreement for long term study abroads (non-faculty led). Finally, the Alumni Office is where you’d go to inquire about alumni trips.