

Study Abroad Application Instructions

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Getting Started

- ❖ Log on to www.samford.edu/international
- ❖ Works best with Firefox and Safari (Google Chrome will not allow for initial set-up within the website)
- ❖ To search for a program, click the Program tab at the top of the page



Program Search

Program Search:

Program Name

Show: Outgoing Programs Incoming Programs

Location / Term:

City	Country
<input type="text" value="Any"/> Athens Bamberg Barcelona	<input type="text" value="France"/> Germany Greece Hong Kong
Region	Term
<input type="text" value="Any"/> Africa Asia Central America	<input type="text" value="Any"/> August Fall Jan Term
Partner Institution(s):	
<input type="text" value="Any"/> Consortium for Global Education (C Council on International Education International Studies Abroad (ISA)	

- ❖ You can search by program name, city, country, region, term, or partner institution
- ❖ Click Search at the bottom of the page.

❖ You will then see the available programs based on your search parameters.

❖ Click on the link.

Programs : Program Search (results) Hide Tips

? Following is the list of programs based on the search criteria. Click any program name to view details or to apply.

[List All](#) [Simple Search](#) [Advanced Search](#) [Featured Programs](#) [Course Search](#) [Map Search](#)

You searched for outgoing programs within any term, that is in the country of **Germany**, sorted by **Program Name** in **ascending** order.

Program Name ↑	City	Country	Region
Padagogische Hochschule, Weingarten, Germany (Exchange)	Weingarten	Germany	Europe
Samford in Germany	Bamberg	Germany	Europe

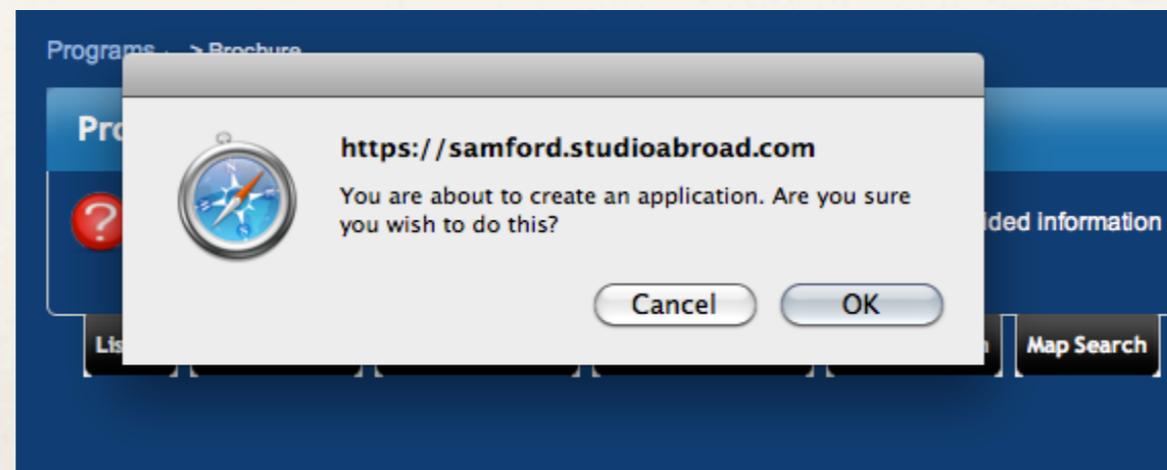
Program Brochure Page

- ❖ This page lists information about the program, including a brief description, date, and price.
- ❖ At the top, click the “Apply Now” button.



Dates / Deadlines:					
Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer 1	2012	11/18/2011	12/02/2011	06/03/2012	07/07/2012
Summer 2	2012	11/18/2011	12/02/2011	06/03/2012	08/11/2012

- ❖ Are you sure you want to create this application?



Creating An Account

- ❖ You will be asked two questions
 - ❖ Are you a currently enrolled Samford student?
 - ❖ Have you received your login credentials already via email?
 - ❖ If yes, please login
 - ❖ If no, you will be prompted to create an account.

Creating An Account

Security : Login (new user)

Hide Tips



To create an account, please fill in the form provided below.

New User Form:

First Name:	<input type="text" value="Audrey"/>
Middle Name:	<input type="text" value="June"/>
Last Name:	<input type="text" value="West"/>
Email:	<input type="text" value="ajwest@samford.edu"/>
Date of Birth:	<input type="text" value="Jun"/> <input type="text" value="2"/> <input type="text" value="1991"/>
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other

NOTE: An email will be sent to you with your login and password information.

❖ IMPORTANT

❖ Use proper capitalization!

❖ Use your Samford email address

❖ Double check all info before creating account, you will not be able to edit it.

Logging In

- ❖ You will receive an email with your temporary login password and link to login. (Note: password is case sensitive.)
- ❖ Upon login, you will be prompted to change your password to a permanent one.

Security : Change Temporary Password Hide Tips

 Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 6 characters
- Contain at least one number

Change Temporary Password

New Password:
(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Program Terms

- ❖ If your program has multiple terms available, please select the one for which you wish to apply.
- ❖ NOTE! For World Language programs with multiple terms (such as Spain and Germany summer programs), Summer 1 is the shorter duration of the trip (5 weeks, 8 credits) and Summer 2 is the extended trip (9 weeks in Spain or 10 weeks in Germany, 16 credits).

Your Home Page : Available Program Terms

Hide Tips

 Please select a term for which you intend to apply from the following list. By clicking Apply, you will create an application for the requested term. This is the first step in the application process. The page that follows will provide instructions on how to complete your application.

Available Terms

- Summer 1, 2012
- Summer 2, 2012

< Cancel -

- Reset -

- Apply >

Applicant Information Page

- ❖ ALL fields must be completed before moving on
- ❖ If you are applying for your first passport or have to renew because of an expiring passport, please put “applied” in the passport fields.

ⓘ Before proceeding to your application page, certain required information must be provided.

Applicant Parameters:	
Required Parameters:	
Passport Number*	404123456
Passport Date of Issue*	17 Jan 2005
Passport Date of Expiration*	16 Jan 2015
SU ID#*	900011111
SU email*	ajwest@samford.edu
Date of Birth*	Jun 2 1991
Year in School*	Freshman Junior (64 hrs completed) Senior (90 hrs completed) Sophomore (32 hrs completed)
What is your major?*	
In which school are you enrolled?*	Arts and Sciences Business Divinity Education and Professional Studies Law School Nursing
 ETB* Is your parent or guardian a Samford employee?	<input type="radio"/> Yes <input type="radio"/> No
GPA*	3.78

Address information

- ❖ ALL fields must be completed before moving on
 - ❖ Campus Address
 - ❖ Home Address
 - ❖ Father's Address
 - ❖ Mother's Address
 - ❖ Father's Email
 - ❖ Mother's Email
 - ❖ Two emergency contacts other than your parents
 - ❖ Can be siblings, grandparents, aunts, uncles, neighbors, etc.

You've Applied! (Almost.)

- ❖ You will be brought to your own page within our website.
 - ❖ If you apply for future trips, you will be brought directly here after clicking the “Apply Now” button on the program brochure page.
- ❖ You will see your current application under “Applications Filed” along with any previous applications.
- ❖ Click the the application you are currently working on.

Program Application Page

- ❖ Click on the “Signature Verification Form”
- ❖ If you have previously applied for a program, this will be on file in our office.

Program Application Page (Pre-Decision) Hide Tips

 This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column(material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Audrey June West	
Program:	Samford in Germany
Term/Year:	Summer 2, 2012
Deadline:	11/18/2011
Dates:	06/03/2012 - 08/11/2012

Signature Verification	
Title	Received
Signature Verification Form	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Cancellation Policy, Summer 2012	<input type="checkbox"/>
Eligibility Requirements	<input type="checkbox"/>
Indemnification Summer 2012	<input type="checkbox"/>
Medical Consent	<input type="checkbox"/>

Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

Announcements	
LONDON FALL 2012 INFO MEETING will be held Thursday, Nov. 3 in Brooks Rm. 121. [View Details]	
LONDON JANTERM ORIENTATION will be held at 10 am Thursday, Nov. 10 in Brooks Auditorium. (MANDATORY)	

Signature Verification Form

- ❖ What is it?
 - ❖ All paperwork is kept within our website. By signing the Signature Verification Form, you are consenting to using electronic signatures, which function the same as signing physical documents. You will electronically sign documents after turning this in.
- ❖ Print this off and sign it.
- ❖ Then...

Signature Verification Form Print Close

The online application process involves electronic signatures. By completing this form, you will be able to use an electronic signature for the remainder of the application process. In order to verify your identity, we require that you bring in a photocopy of either your passport or a driver's license along with a Post Office receipt proving you have applied for a passport. Please print the following signature card, sign it, and bring it to:

International Studies

Samford University
130 Brooks Hall
Samford University
Birmingham, AL 35229

Applicant Name:
Audrey June West

Gender:

Date of birth:
Jun-02-1991

Email:
ajwest602@yahoo.com

Signature:

The proof of identification attached is:

Passport

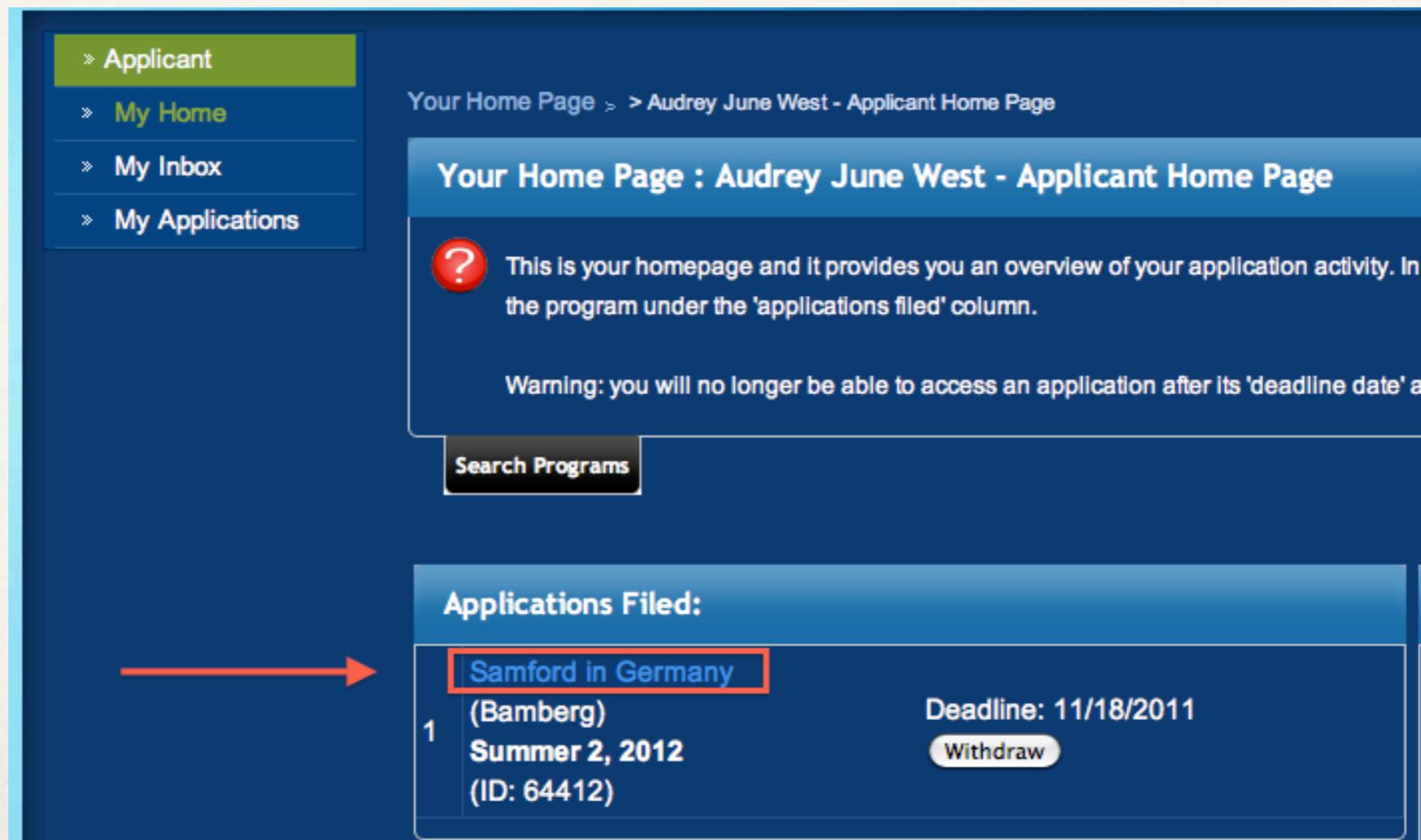
Driver's license with Passport Application Receipt

On Official Application Dates

- ❖ Bring the following items to Brooks 130
 - ❖ Signature verification form
 - ❖ A copy of your passport (or receipt for a passport application and a copy of your driver's license)
 - ❖ A \$500 deposit (checks only please)
 - ❖ If paying deposit in cash, please take to the Bursar's office on the bottom floor of Samford Hall. Inform the teller what the deposit is for. Then bring the receipt with the signature verification form and passport copy to Brooks 130.

Still Not Quite Finished

- ❖ After turning in your signature verification form, your application will be updated to note we have your signature on file.
- ❖ Sign back into our website BEFORE the application deadline.
- ❖ Under your applications, return to the program you're applying for.



The screenshot shows a web interface for an applicant. On the left is a navigation menu with options: Applicant (highlighted), My Home, My Inbox, and My Applications. The main content area is titled "Your Home Page : Audrey June West - Applicant Home Page". Below the title is a help message with a red question mark icon: "This is your homepage and it provides you an overview of your application activity. In the program under the 'applications filed' column." Below this is a warning: "Warning: you will no longer be able to access an application after its 'deadline date' a". There is a "Search Programs" button. At the bottom, under the heading "Applications Filed:", there is a table with one entry:

Applications Filed:	
1	Samford in Germany (Bamberg) Summer 2, 2012 (ID: 64412)

To the right of the application entry, the text "Deadline: 11/18/2011" is displayed, along with a "Withdraw" button. A red arrow points from the left towards the application entry.

Signature Documents

- ❖ Click on each of the listed documents located on the right side of the page. (Will vary by program.)

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Cancellation Policy, Summer 2012	<input type="checkbox"/>
Eligibility Requirements	<input type="checkbox"/>
Indemnification Summer 2012	<input type="checkbox"/>
Medical Consent	<input type="checkbox"/>

- ❖ Read the document. At the bottom you will see the digital signature agreement. Click to sign. Repeat for all documents.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below and I logged on to this website on the date listed below.

Applicant Name:	Audrey June West
Date:	11/01/2011

[CLICK HERE TO SIGN DIGITALLY](#)

Questionnaires

- ❖ VERY important!
- ❖ You must fill out the Application Questionnaire(s)
 - ❖ Located under Signature Documents
 - ❖ Will vary by program

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Medical Information	<input type="checkbox"/>

Example of Medical Questionnaire

Medical Information:

Instructions:

Please answer each of the following questions.

(*) Indicates the question is required.

1. Current Medical Condition (*)

Do you have a current medical condition that requires the regular care of a physician or other medical health provider? If yes, please explain.

Please select one

2. Physical Activities (*)

Does your current health condition prevent you from participating in any physical activities? If yes, please explain.

Please select one

3. Prescriptions (*)

Are you taking any prescription medications regularly? If yes, please list the medications along with the condition for which they are prescribed.

Please select one

4. Allergies (*)

Do you have any allergies or reactions to any medications, foods, insects, animals, or any other agents? If yes, please describe what you are allergic to and describe the effects.

Please select one

5. Restricted Diet (*)

Are you currently on a restricted diet or are you a vegetarian? If yes, please explain.

Please select one

6. Arrangements (*)

Are there any special arrangements you need to make while abroad due to medical reasons?

Please select one

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

< Cancel - - Save - - Submit >

If you answer “yes” to a question, a box will appear asking for elaboration.

You've Officially Applied!

- ❖ Do your Signature Form and Application Questionnaire boxes look like this?

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Cancellation Policy, Summer 2012	<input checked="" type="checkbox"/>
Eligibility Requirements	<input checked="" type="checkbox"/>
Indemnification Summer 2012	<input checked="" type="checkbox"/>
Medical Consent	<input checked="" type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Medical Information	<input checked="" type="checkbox"/>

- ❖ If so, your application is complete!