Welcome to the
UVA Education Abroad
Application Tutorial
To find a program, click **Search for a Program** under the Programs menu on any page.
Use the **Advanced Search** to find programs using various search parameters.
There is a lot of information to review on Program Brochure pages. Pay special attention to the **Budget Sheets**.

Scroll down for more program info!
Once you have decided on a program, click **Apply Now**.
In the advisory dialog box, click OK to proceed to start the application process.

If you would like to know the application requirements for a program, please contact the education abroad advisor responsible for that program.
You will be asked how you will be logging in.

**UVA Students:** Select the first option, click submit *(now skip to page 11 of this tutorial)*

![Security: User Identification Wizard: Step 1](image)

*In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.*

**Please indicate how you will be logging in:**
- I have a Netbadge username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

**Non-UVA Students:**
- If you have initiated an application previously, select the second option to be taken to the login page. If you do not remember your password, use the **Forgot your password?** link to generate new login credentials and log in *(now skip to page 12 of this tutorial)*
- If you have not previously applied, click the third option
New non-UVA users: Provide the requested information to establish your account. Provide the email address to which you would like your temporary password sent. This email address will be used for all official communication from the ISO. At Choose Institution, select the state or country (if an international student) of your home school.

NOTE: An email will be sent to you with your login and password information.
Upon selecting your state or country, a list of institutions will appear. Select the university or college you currently attend, then click **Create Account**.

NOTE: An email will be sent to you with your login and password information.
A temporary password will be sent to your email address. Return to the website and click on the **Non-UVA Login button**. Log in with your email address and temporary password. You will be asked to create a permanent password.
After logging in, you will be asked to enter some required information for your system **Profile**. (Non-UVA students will be asked for more profile information than UVA students, as seen below)

![Profile: Required Information](image)
After entering info for your Profile, you will be brought to your **Applicant Homepage**. Item 1 shows the program name to which you are applying. At Item 2, you may click to edit your profile information (update contact information, etc.). You can check communication with UVA-ISO at items 3 and 4.
Clicking on the program name (item 1) will take you to the **Program Application page**.
The **Program Application** page contains all items you must complete before the application deadline. Many documents, such as questionnaires, can be completed electronically, while some (Signature Verification Form and Material Submissions) must be downloaded and submitted in person or by mail.

These items **cannot** be completed online! Please plan ahead!

Scroll down... there is more!
All application materials must be received **prior** to the program deadline. Non-UVA students will NOT be able to sign the Signature Documents until your “Signature Verification Form” has been received. (this form is not required for UVA students)
If your program requires a recommendation, it can be submitted electronically by your chosen recommender. As application items (documents, questionnaires, and recommendation) are received or completed online, they will be checked off accordingly, allowing you to track the progress of your application to completion.

NOTE: Recommenders **must** be faculty members familiar with your academic performance at the university level.
You may save your responses to questionnaires at any time by clicking **Save** at the bottom of the questionnaire.

To access your application at a later date, simply go to [educationabroad.virginia.edu](http://educationabroad.virginia.edu), log in, and click on the program application from your applicant homepage.
Once you have finalized your responses to each questionnaire, click Submit to make the responses available to UVA Education Abroad for review.

NOTE: There is no final submit button for the whole application. Your application is complete when every application requirement is checked off.
If you have any questions or concerns, contact UVA Education Abroad at

**studyabroad@virginia.edu**

Thank you and we look forward to welcoming you on our programs.

Happy and safe travels,

UVA Education Abroad