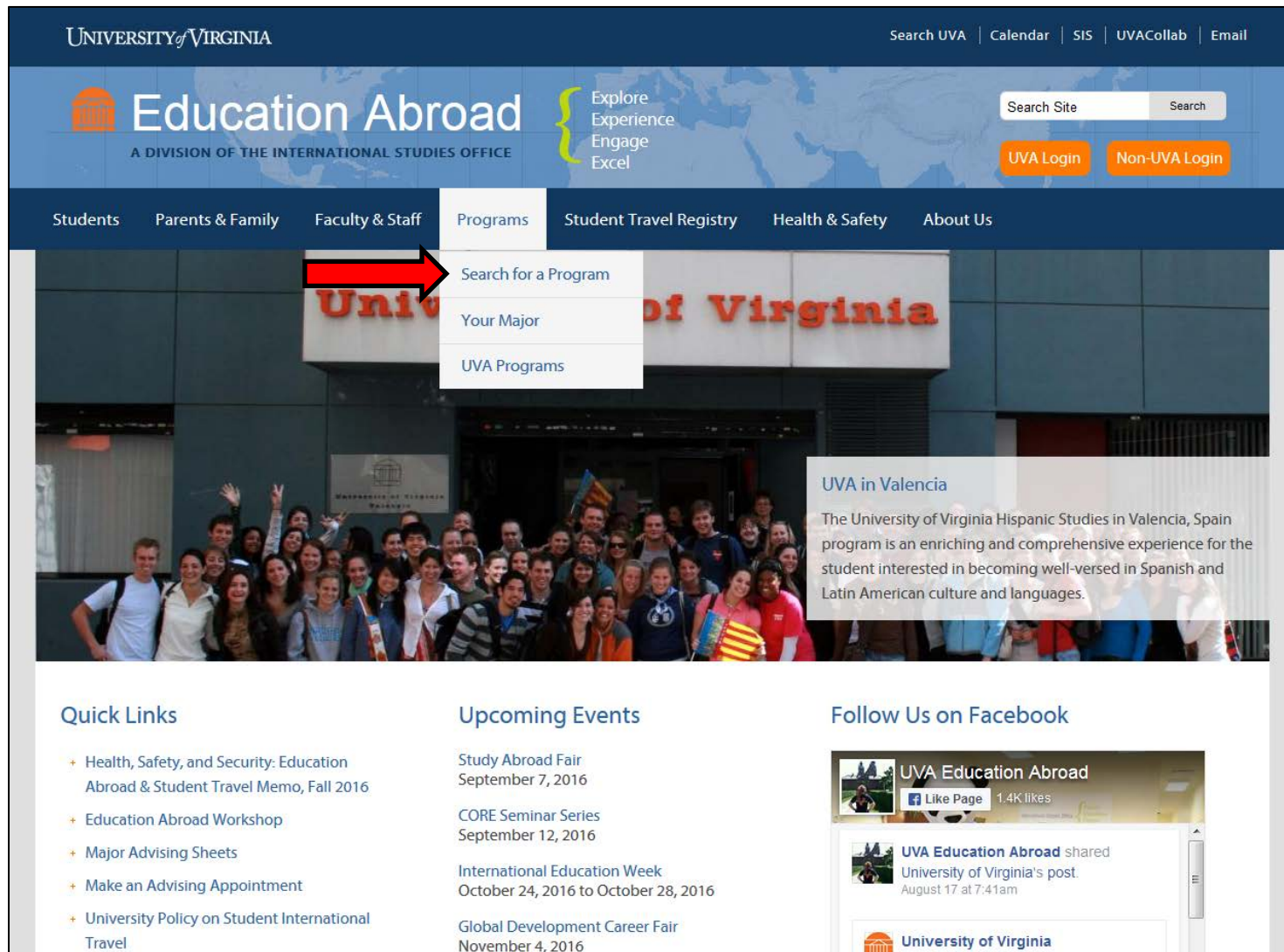




Welcome to the UVA Education Abroad Application Tutorial

To find a program, click **Search for a Program** under the Programs menu on any page



The screenshot displays the University of Virginia Education Abroad website. At the top, the University of Virginia logo is on the left, and navigation links for Search UVA, Calendar, SIS, UVACollab, and Email are on the right. Below this is the Education Abroad header with the tagline "A DIVISION OF THE INTERNATIONAL STUDIES OFFICE" and the motto "Explore Experience Engage Excel". A search bar and login buttons (UVA Login, Non-UVA Login) are also present.

The main navigation menu includes: Students, Parents & Family, Faculty & Staff, Programs, Student Travel Registry, Health & Safety, and About Us. The "Programs" menu is open, showing a dropdown with three options: "Search for a Program", "Your Major", and "UVA Programs". A red arrow points to the "Search for a Program" option.

Below the navigation is a large banner image of a group of students in front of a building. To the right of the image is a text box titled "UVA in Valencia" with the following text: "The University of Virginia Hispanic Studies in Valencia, Spain program is an enriching and comprehensive experience for the student interested in becoming well-versed in Spanish and Latin American culture and languages."

The bottom section of the page is divided into three columns:

- Quick Links:**
 - + Health, Safety, and Security: Education Abroad & Student Travel Memo, Fall 2016
 - + Education Abroad Workshop
 - + Major Advising Sheets
 - + Make an Advising Appointment
 - + University Policy on Student International Travel
- Upcoming Events:**
 - Study Abroad Fair
September 7, 2016
 - CORE Seminar Series
September 12, 2016
 - International Education Week
October 24, 2016 to October 28, 2016
 - Global Development Career Fair
November 4, 2016
- Follow Us on Facebook:** A Facebook widget for "UVA Education Abroad" showing 1.4K likes and a shared post from August 17 at 7:41am.

Use the **Advanced Search** to find programs using various search parameters.

Programs : Search (advanced) Hide Tips

? Use the form below to search for programs based on one or more criteria. The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking. When values are selected from more than one list box, programs are returned that match the criteria from all the list boxes selected. However, multiple selections from within a list box will return results that fit any of the selections within that list box. If searches are not yielding enough results, try reducing the number of list boxes you select from.

List All Simple Search **Advanced Search** Featured Programs

< Cancel - -Reset - - Search >

Program Search:

Program Name

Show: Education Abroad Programs

Location / Term:

City	Country
Any	Any
Accra	Argentina
Adelaide	At Sea
Ahmedabad	Australia
Region	Term
Any	Any
Africa	Fall Embedded
Asia	Fall Semester
At Sea	January
Partner Institution(s):	
Any	
Aarhus University	
American University in Cairo	
Australian National University	

Parameters:

Class Status:	Minimum GPA Requirement:	Language Requirement:
Any	Any	Any
1st year		100-level
2nd year		1000 level
3rd year		200-level

Scroll down for additional search parameters

There is a lot of information to review on Program Brochure pages.
Pay special attention to the **Budget Sheets**.

UVA in India

Delhi, India (Education Abroad Programs Program)

Program Terms: Spring Semester

Budget Sheets [Spring](#)

Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Spring Semester	2017	01-NOV-2016 **	Rolling Admission	09-JAN-2017	31-MAY-2017

⬅ NOTE: The program dates above are tentative. If accepted to this program, you must commit to or decline participation by **November 15**.

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Fact Sheet:

Class Status:	2nd year, 3rd year, 4th year	Minimum GPA Requirement:	2.5
Language Requirement:	none	Open to Non-UVA Students:	Yes
Housing:	Apartment, With program group	Language Courses Offered:	Yes
Language of Instruction:	English, Hindi	Credit Type:	Direct Credit
Program Type:	Faculty directed, Internship	Tuition Payments Made To:	UVA
Advising Appointment Required:	No	Education Abroad Advisor:	Ryan Hathaway
Application Fee:	Yes	Study Abroad Administrative Fee:	No
Subject Area:	Asian Studies, Cultural Studies, Film Studies, Global Development Studies, Hindi/Urdu, Internship		


Program Description:

Scroll down for more
program info!

Once you have decided on a program, click **Apply Now**.


UVA in India

Delhi, India (Education Abroad Programs Program)

Program Terms:	Spring Semester		<input type="button" value="Apply Now"/>	<input type="button" value="Print"/>	
Budget Sheets	Spring				<input type="button" value="Save This"/>





Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Spring Semester	2017	01-NOV-2016 **	Rolling Admission	09-JAN-2017	31-MAY-2017

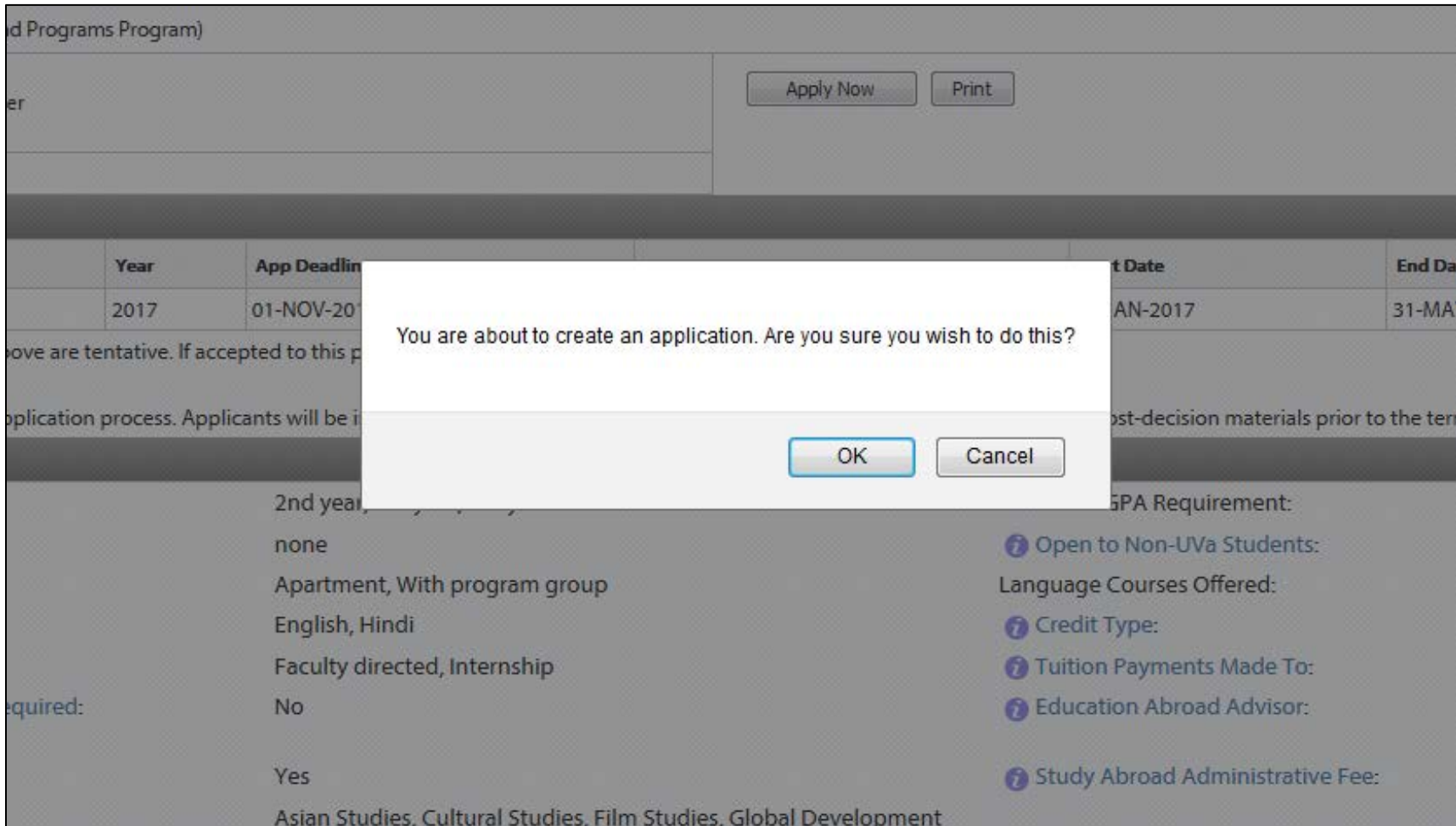
 NOTE: The program dates above are tentative. If accepted to this program, you must commit to or decline participation by **November 15**.

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Fact Sheet:

<p> Class Status:</p> <p> Language Requirement:</p> <p>Housing:</p> <p>Language of Instruction:</p>	<p>2nd year, 3rd year, 4th year</p> <p>none</p> <p>Apartment, With program group</p> <p>English, Hindi</p>	<p>Minimum GPA Requirement:</p> <p> Open to Non-UVa Students:</p> <p>Language Courses Offered:</p> <p> Credit Type:</p>	<p>2.5</p> <p>Yes</p> <p>Yes</p> <p>Direct Credit</p>
---	--	---	---

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

 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.

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"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	- Month - <input type="text"/> - Day - <input type="text"/> - Year - <input type="text"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Choose Institution:	State/Territory <input type="text"/> or Country <input type="text"/>

 **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**.

New User Form:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	- Month - - Day - - Year -
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Choose Institution:	State/Territory or Country
Your Institution:	<div style="border: 1px solid gray; padding: 5px;"><p>--- Other/Not found ---</p><p>ACADEMY OF COMPUTER CAREERS (SEWELL)</p><p>ACADEMY OF COMPUTER CAREERS (WILLINGBORO)</p><p>ACADEMY OF MASSAGE THERAPY (ENGLEWOOD)</p><p>ANN MAY SCHOOL OF NURSING (NEPTUNE)</p><p>ANTHEM INSTITUTE (NORTH BRUNSWICK)</p><p>ANTHEM INSTITUTE (JERSEY CITY)</p><p>ANTHEM INSTITUTE (PARSIPPANY)</p><p>ARTISTIC ACADEMY OF HAIR DESIGN (MORRIS PLAINS)</p><p>ATLANTIC COMMUNITY COLLEGE (MAYS LANDING)</p></div>
<input type="button" value="Create Account"/> 	
<p>NOTE: An email will be sent to you with your login and password information.</p>	

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.

UNIVERSITY of VIRGINIA

Search UVA | Calendar | SIS | UVACollab | Email

Education Abroad
A DIVISION OF THE INTERNATIONAL STUDIES OFFICE

Explore Experience Engage Excel

Search Site Search

UVA Login Non-UVA Login

Students Parents & Family Faculty & Staff Programs Student Travel Registry Health & Safety About Us Home

Security Login (existing user)

Security : Login (existing user) Hide Tips

First time users should begin by creating a profile or applying to a program.

Please log in:

Username:

Password:

Login

[Forgot your password?](#)

Create a Profile

New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

[Recommender](#)

[Reviewer](#)

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		<input checked="" type="checkbox"/> Show Tips
<p>! Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.</p>		
Required information		
<p>? Major** Please enter your intended major. If undecided, please enter "undecided". If during the application process this information changes, please update it appropriately.</p>	<input type="text"/>	
<p>? Minor** Please enter your intended minor. If you do not intend to have a minor, please enter "none". If during the application process this information changes, please update it appropriately.</p>	<input type="text"/>	
Additional Information		
? Degree Cumulative GPA	<input type="text"/>	
? Virginia Residency	Choose One: <input type="text"/>	
Country of Citizenship	Choose One: <input type="text"/>	
? Visa Code	Choose One: <input type="text"/>	
? Academic Year	Choose One: <input type="text"/>	
? Email Address of Your Emergency Contact	<input type="text"/>	

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.

The screenshot displays the Applicant Homepage interface, divided into two main columns: Applications and Profile.

Applications Column:

- Spring Semester, 2017:** Lists two programs:
 - TEST Exchange** (not ranked), Deadline: 01-NOV-2016, Withdraw button.
 - UVA in India** (not ranked), Deadline: 01-NOV-2016, Withdraw button. It includes an **Itinerary:** Delhi, India (Asia) from 09-JAN-2017 to 31-MAY-2017.
- Update Rank** button with the instruction: (enter numbers to rank by preference).
- Summer, 2015:** Shows **American University in Cairo (summer)** with a **Withdrawn** status.
- Information Requests:** Section showing a request from **19-AUG-2016 - Appointment request**.

Profile Column:

- Profile:** Section containing a **No Image** placeholder, **Student Test Two** (COLLEGE OF WILLIAM & MARY, uvastudyabroad@gmail.com), and an **Edit Profile** button.
- Degree Cumulative GPA:** 0
- Visa Code:** im
- Email Address of Your Emergency Contact:** k (with a **View All** link).
- Saved Programs:**
 - January Term: UVA in St. Kitts and Nevis** (with **Brochure** and **Deadlines** links).
 - UVA Exchange: University of Montreal** (with **Brochure** and **Deadlines** links).
 - Dee Family Global Scholarship** (with **Brochure** and **Deadlines** links).
- Messages:** Table listing recent communications:

Date/Time	From
19-AUG-2016	lpk4j@virginia.edu
Appointment request (U.Va. International Studies Office - DEVELOPMENT)	
31-MAR-2015	support-studyabroad@virginia.edu
Application Activity: U.Va. International Studies Office Website	
31-MAR-2015	support-studyabroad@virginia.edu
Application Activity: U.Va. International Studies Office Website	
11-FEB-2015	support-studyabroad@virginia.edu

Callouts:

- 1:** Points to the **UVA in India** program name.
- 2:** Points to the **Edit Profile** button.
- 3:** Points to the **Information Requests** section.
- 4:** Points to the **Messages** table.

Clicking on the program name (item 1) will take you to the **Program Application** page.

Applications

▼ Spring Semester, 2017


<input type="checkbox"/>	TEST Exchange <small>(not ranked)</small>	Deadline: 01-NOV-2016 <input type="button" value="Withdraw"/>
<input checked="" type="checkbox"/>	UVA in India <small>(not ranked)</small>	Deadline: 01-NOV-2016 <input type="button" value="Withdraw"/> Itinerary: Delhi, India (Asia) 09-JAN-2017 31-MAY-2017

(enter numbers to rank by preference)

▼ Summer, 2015

American University in Cairo (summer) **Withdrawn**

Profile



Student Test Two
 COLLEGE OF WILLIAM & MARY
 uvastudyabroad@gmail.com

Degree Cumulative GPA: 0

Visa Code: im

Email Address of Your Emergency Contact: k
[\(View All\)](#)

Saved Programs :

- **January Term: UVA in St. Kitts and Nevis**
[\(Brochure\)](#) [\(Deadlines\)](#)
- **UVA Exchange: University of Montreal**
[\(Brochure\)](#) [\(Deadlines\)](#)
- **Dee Family Global Scholarship**
[\(Brochure\)](#) [\(Deadlines\)](#)

Information Requests:

19-AUG-2016 - [Appointment request](#)

Messages

Date/Time	From
19-AUG-2016	lpk4j@virginia.edu
Appointment request (U.Va. International Studies Office - DEVELOPMENT)	
31-MAR-2015	support-studyabroad@virginia.edu
Application Activity: U.Va. International Studies Office Website	
31-MAR-2015	support-studyabroad@virginia.edu
Application Activity: U.Va. International Studies Office Website	
11-FEB-2015	support-studyabroad@virginia.edu

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.

Student Test Two	
Program:	UVA in India
Term/Year:	Spring Semester, 2017
Deadline:	01-NOV-2016
Dates:	09-JAN-2017 - 31-MAY-2017
NOTE: The program dates above are tentative. If accepted to this program, you must commit to or decline participation by November 15 .	

Signature Verification	
Title	Received
Signature Verification Form	<input 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
Non-UVA Student Permission to Enroll	<input type="checkbox"/>
Academic Information	<input type="checkbox"/>
Cultural Adjustment	<input type="checkbox"/>
Feedback	<input type="checkbox"/>
Indian Language Experience	<input type="checkbox"/>
Non-UVA Student Finances for Education Abroad	<input type="checkbox"/>
Passport Application	<input type="checkbox"/>
Personal Statement	<input type="checkbox"/>
Previous International Experience	<input type="checkbox"/>

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
\$90 Application Fee	<input type="checkbox"/>
Application for Virginia In-State Educational Privileges	<input type="checkbox"/>
Non-UVA Student Approval of Participation	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>
Transcript	<input type="checkbox"/>

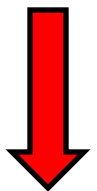
Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Authorization Agreement	<input type="checkbox"/>

Itinerary	
This is the current itinerary for your program.	
Delhi, India (Asia)	
Start Date:	09-JAN-2017
End Date:	31-MAY-2017

Announcements	
Non-US Passport Holders	
[View Details]	
Travel Clinic at Elson Student Health	
[View Details]	
UVA in India: Transfer Credit Approval Form	
This program provides a combination of direct credit and transfer credit. Students will receive transfer credit only for the course they take at Jamia Millia Islamia, so the Transfer Credit Approval Form needs to be completed only for that course.	
View All Announcements	

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)

<p>UVA in India: Transfer Credit Approval Form This program provides a combination of direct credit and transfer credit. Students will receive transfer credit only for the course they take at Jamia Millia Islamia, so the Transfer Credit Approval Form needs to be completed only for that course.</p> <p>View All Announcements</p>	<p>Application for Virginia In-State Educational Privileges <input type="checkbox"/></p> <p>Non-UVA Student Approval of Participation <input type="checkbox"/></p> <p>Passport Copy <input type="checkbox"/></p> <p>Transcript <input type="checkbox"/></p>																
<p>Application Instructions</p> <p>To be considered, all application materials, including the \$90 application fee, must be received by the application deadline. Admission decisions will be made on a rolling basis.</p> <p>Non-UVA students: Please refer to the application tutorial on the www.studyabroad.virginia.edu website. Make sure you follow the procedures for study abroad at your home university.</p> <p>PASSPORT AND VISA: If you are accepted into the program, you will need to secure a student visa to India. All students should begin reviewing entry requirements to India. If accepted into the program, you will need to act quickly. Discuss these matters with your education abroad advisor while preparing your application. Your advisor will provide instructions for the visa application following acceptance to the program, and will collect applications to submit in a batch. However,</p>	<p>Signature Documents</p> <p>Click the following to view and digitally sign important documents to indicate your agreement and understanding.</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Authorization Agreement</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Costs & Payments</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Health & Emergency</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Non-UVA Student Education Abroad Registration</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Non-UVA Student Honor Pledge</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Transcript Release</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Withdrawal and Refund Policy and Acknowledgement</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.</p>	Title	Received	Authorization Agreement	<input type="checkbox"/>	Costs & Payments	<input type="checkbox"/>	Health & Emergency	<input type="checkbox"/>	Non-UVA Student Education Abroad Registration	<input type="checkbox"/>	Non-UVA Student Honor Pledge	<input type="checkbox"/>	Transcript Release	<input type="checkbox"/>	Withdrawal and Refund Policy and Acknowledgement	<input type="checkbox"/>
Title	Received																
Authorization Agreement	<input type="checkbox"/>																
Costs & Payments	<input type="checkbox"/>																
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Non-UVA Student Honor Pledge	<input type="checkbox"/>																
Transcript Release	<input type="checkbox"/>																
Withdrawal and Refund Policy and Acknowledgement	<input type="checkbox"/>																



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.

Students must be approved by the ISO and accepted by the program provider, as well as complete all requirements, in order to participate. Students are encouraged to complete both applications concurrently.

Please keep the following in mind and plan accordingly:

- Application deadlines vary by provider and program. Many providers accept applications on a rolling basis, therefore it is beneficial for students to complete this process early.
- Most providers require approval from the applicant's home school. Students should submit any approval forms to their Education Abroad Advisor in the ISO.
- ISO approves student participation in the provider programs on the basis of the UVA application for education abroad. Thus, your UVA application must be complete before any approval forms may be signed.
- ISO will not review or approve applications for education abroad submitted after the ISO deadline, which may be different from the program provider deadline.

Costs & Payments

Health & Emergency

Withdrawal and Refund Policy and Acknowledgement

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

Recommendations

Requests	Received
Academic (1 required) Recommendation(s) should be completed by... View / Print Recommendation Form - Request Electronic Recommendation	<input type="checkbox"/>
<i>1 or more required recommendation(s) has not yet been request...</i>	<input type="checkbox"/>

Attached Documents

The following files have been attached to your application. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

No file selected.

You may save your responses to questionnaires at any time by clicking **Save** at the bottom of the questionnaire.

(*) Indicates the question is required.

1. Do you have a valid passport? (*)

All students traveling internationally must have a passport valid for at least 6-months beyond the planned date of return to the U.S.

Please select one ▾

2. If you do not already have a passport, have you applied for one?

Please select one ▾

3. On what date did you apply for your passport? (only for students without a valid passport)

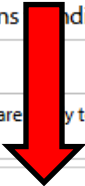
Indicate the date you submitted your passport application. Please use the following format: dd-MMM-yyyy. For example, 29-AUG-2012.

4. Passport Application Processing (only for students without a valid passport)

If you are currently applying for a passport, please select one of the following options to indicate the processing timeline.

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.**



To access your application at a later date, simply go to 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.

(*) Indicates the question is required.

1. Do you have a valid passport? (*)

All students traveling internationally must have a passport valid for at least 6-months beyond the planned date of return to the U.S.

Please select one ▾

2. If you do not already have a passport, have you applied for one?

Please select one ▾

3. On what date did you apply for your passport? (only for students without a valid passport)


Indicate the date you submitted your passport application. Please use the following format: dd-MMM-yyyy. For example, 29-AUG-2012.

4. Passport Application Processing (only for students without a valid passport)

If you are currently applying for a passport, please select one of the following options to indicate the processing timeline.

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.**



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