UVA Education Abroad
Application Tutorial for
Non-UVA Students
The Education Abroad homepage is https://educationabroad.virginia.edu

To find a program, click Search Programs under the Programs menu.
Use the **Advanced Search** to find programs using various parameters.

Select Yes for “Open to Non-UVA Students”

Scroll for additional search parameters
Search results will appear. Click on a program name to navigate to the Program Brochure, which includes details like dates, cost, eligibility information, and more.

Click a Budget Sheet for costs

Scroll for more information
Pay careful attention to the Fact Sheet

<table>
<thead>
<tr>
<th>Fact Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Status: 1st year, 2nd year, 3rd year, 4th year</td>
</tr>
<tr>
<td>Language Requirement: 1000 level</td>
</tr>
<tr>
<td>Housing: Homestay</td>
</tr>
<tr>
<td>Language of Instruction: Spanish</td>
</tr>
<tr>
<td>Program Type: Island</td>
</tr>
<tr>
<td>Education Abroad Advisor: Liz Walkhoff</td>
</tr>
<tr>
<td>Study Abroad Administrative Fee: No</td>
</tr>
</tbody>
</table>

SIS Location: ISEP-03

Program Description:

UVA in Valencia: Language and Culture

Scroll for details about courses, housing, & more
Once you have decided on a program, click **Apply Now**.

In the advisory dialog box, click OK to proceed to start the application process.
You will be asked how you will be logging in.

→ 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 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.

![New User Form](image-url)
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.
You will be asked to review and check off a GDPR Consent Form.

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 Profile.
After entering info for your Profile, you will be brought to your **Applicant Homepage**.

Scroll down to see programs to which you’ve applied. Clicking on the program tile (example below) will take you to the **Program Application** page.

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**Program(s) to which you’ve applied**

**You can edit profile info (contact details, etc.)**

**See emails that were sent to you by the ISO**
The **Program Application** page contains information plus all items that must be received by the application deadline. Many items can be completed electronically, while some must be submitted in person or by mail (**please plan ahead!**).

“**Forms & Modules**” items can be done online. Keep scrolling for more requirements in the “Uploads, Documents, & Submissions” section below – some of these have to be submitted in person or by mail, so please plan ahead!
You may save your responses to forms at any time by clicking **Save** at the bottom of the form. Once you have finalized your responses, click **Done**.

Other helpful icons/buttons:

- Log back into your record at [educationabroad.virginia.edu](http://educationabroad.virginia.edu):  
- Get back to your Applicant Home Page:
NOTES:

→ You will NOT be able to sign the Signature Documents until your “Signature Verification Form” has been received.

→ All application materials must be received prior to the program deadline.

→ Application items (documents, forms, application fee, etc.) are checked off as they are completed online or received by the office, allowing you to track the progress of your application to completion.

→ If your program requires a recommendation, it can be submitted electronically by your chosen recommender. Recommenders must be faculty members familiar with your academic performance at the university level.

→ To access your application at a later date, simply go to https://educationabroad.virginia.edu, log in, and click on the program application from your applicant homepage.

→ 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:

studyabroad@virginia.edu

We look forward to working with you!