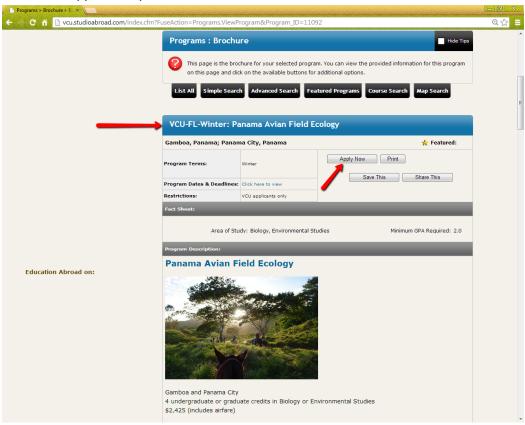
VCU Faculty-led Programs

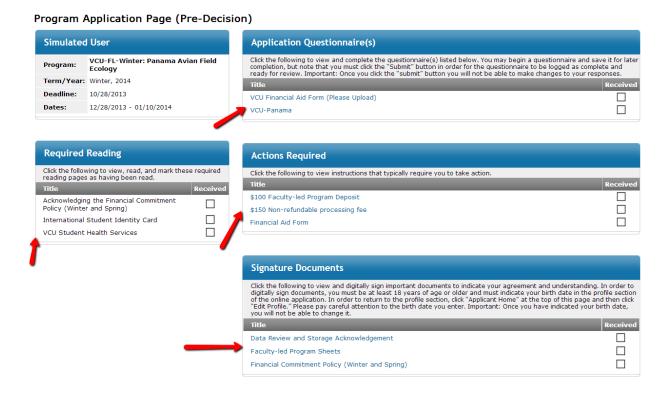
Note: If you've already started an application to a faculty-led program and want to finish the application, **you can log into the online application system by visiting vcu.studioabroad.com** and clicking on the "Login" (VCU students only) button at the top right hand corner of the page. Non-VCU students should click on the "Non-VCU Login" button.

- 1. Search for a faculty-led program by clicking the "Programs" link, located between the "Home" and "Staff" links, just below the main picture on this page. (**Note:** Students can view a complete list of faculty-led programs by clicking on the "VCU Faculty-led Programs" tab on the left hand side of the webpage.)
- 2. Select the city and/or country of interest. Students can also conduct an "Advanced Search" and filter programs based on area of study, GPA requirements, program type, housing options, and more.
- 3. If you know the name of your program (or part of the name), you may enter it into the "Program Name" box (For example, "Panama" or "VCU Panama") and select the "Search" box to locate it. (Note: Typing "VCU-FL" in the "Program Name" box will list all of the available faculty-led programs).
- 4. Click on the program link. The program page should clearly state the name of your study abroad program (For example, VCU-FL-Winter: Panama Avian Field Ecology) and provide a brief description of the program.
- 5. Click on the "Apply Now" button towards the top of the page when you are ready to begin the VCU online application process.

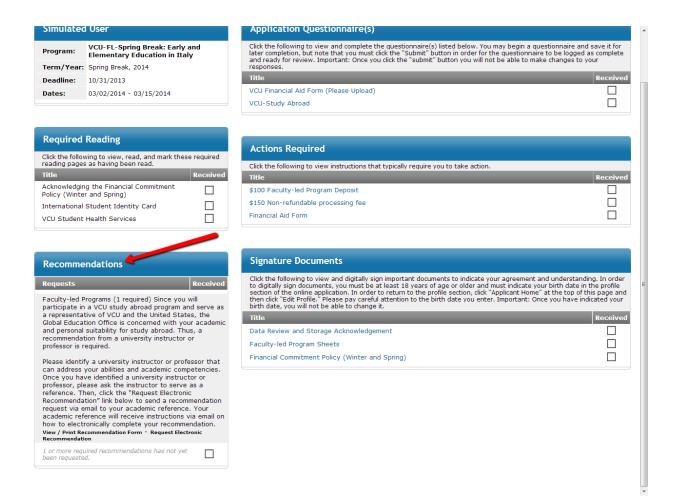


6. Select yes to indicate that you do have a VCU eID and password

- 7. Log into the VCU portal with your eID and password
- 8. Select the time period that you will study abroad.
- 9. Begin answering general questions about yourself. (Please note: some responses are required)
- 10. Proceed to the "Program Application Page"



- 11. Answer the "Application Questionnaire(s)."
- 12. Digitally sign the "Data Review and Storage Acknowledgement," "Faculty-led Program Sheets," and the "Financial Commitment Policy."
- 13. Read the "Required reading" and confirm that you have read the information.
- 14. (If applicable) Send a Request for a "Recommendation" to a professor or instructor. Be sure to click "Request Electronic Recommendation." Please notify your academic reference a head of time so that s/he will receive advance notification about the reference request, which will be sent to him/her via email. Students will be able to see when their reference completes the online recommendation form. (Note: A Recommendation Letter is required only if you see the "Recommendations" box on the application page.)



- 15. **(For VCU Students only)** Under the "Actions Required" section, you will need to click on the "Financial Aid Form" link and indicate whether you intend use financial aid or not. If you intend to use financial aid to pay for your study abroad program, you will be asked to download the "Financial Aid Form" and have the Financial Aid Office complete it. If you do not intend to use financial aid and select "no" as your response to the question, N/A will appear in the "Received" column. Remember to also click the "VCU Financial Aid Form (Please Upload)" questionnaire to upload your form or to **indicate that you will not use financial aid**. N/A will appear in the "Received" column for students who indicate that they will not use financial aid.
- 16. VCU Education Abroad will mark the \$100 Faculty-led Program Deposit fee and the \$150 Education Abroad processing fee as complete, once we receive your payment. (Please note: This is not automatic. VCU Education Abroad periodically checks the online payment system and will mark the items as "Received" during that time.)
- 17. Once the check marks appear in the "Received" column for the Application Questionnaire(s), Required reading, Signature Documents, Actions Required and Recommendations (if applicable), you have successfully completed the online application.
- 18. The program director will review your application and together with the Education Abroad office determine your acceptance.
- 19. Students will be notified via email about their acceptance.