

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.

The screenshot shows a web browser window with the URL vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11092. The page title is "Programs : Brochure". A red arrow points to the program name "VCU-FL-Winter: Panama Avian Field Ecology". Below the name, the location is listed as "Gamboa, Panama; Panama City, Panama" and it is marked as "Featured". The "Program Terms" are "Winter". The "Program Dates & Deadlines" section has a link "Click here to view". The "Restrictions" are "VCU applicants only". There are buttons for "Apply Now", "Print", "Save This", and "Share This". A red arrow points to the "Apply Now" button. The "Fact Sheet" section shows "Area of Study: Biology, Environmental Studies" and "Minimum GPA Required: 2.0". The "Program Description" section is titled "Panama Avian Field Ecology" and includes a photograph of a person riding a horse through a lush green field. Below the photo, it states "Gamboa and Panama City", "4 undergraduate or graduate credits in Biology or Environmental Studies", and "\$2,425 (includes airfare)".

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”

Program Application Page (Pre-Decision)

Simulated User	
Program:	VCU-FL-Winter: Panama Avian Field Ecology
Term/Year:	Winter, 2014
Deadline:	10/28/2013
Dates:	12/28/2013 - 01/10/2014

Application Questionnaire(s)	
Click the following to view and complete the questionnaire(s) listed below. You may begin a questionnaire and save it for later completion, but note that you must click the “Submit” button in order for the questionnaire to be logged as complete and ready for review. Important: Once you click the “submit” button you will not be able to make changes to your responses.	
Title	Received
VCU Financial Aid Form (Please Upload)	<input type="checkbox"/>
VCU-Panama	<input type="checkbox"/>

Required Reading	
Click the following to view, read, and mark these required reading pages as having been read.	
Title	Received
Acknowledging the Financial Commitment Policy (Winter and Spring)	<input type="checkbox"/>
International Student Identity Card	<input type="checkbox"/>
VCU Student Health Services	<input type="checkbox"/>

Actions Required	
Click the following to view instructions that typically require you to take action.	
Title	Received
\$100 Faculty-led Program Deposit	<input type="checkbox"/>
\$150 Non-refundable processing fee	<input type="checkbox"/>
Financial Aid Form	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding. In order to digitally sign documents, you must be at least 18 years of age or older and must indicate your birth date in the profile section of the online application. In order to return to the profile section, click “Applicant Home” at the top of this page and then click “Edit Profile.” Please pay careful attention to the birth date you enter. Important: Once you have indicated your birth date, you will not be able to change it.	
Title	Received
Data Review and Storage Acknowledgement	<input type="checkbox"/>
Faculty-led Program Sheets	<input type="checkbox"/>
Financial Commitment Policy (Winter and Spring)	<input type="checkbox"/>

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.)**

Simulated User	
Program:	VCU-FL-Spring Break: Early and Elementary Education in Italy
Term/Year:	Spring Break, 2014
Deadline:	10/31/2013
Dates:	03/02/2014 - 03/15/2014

Application Questionnaire(s)	
Click the following to view and complete the questionnaire(s) listed below. You may begin a questionnaire and save it for later completion, but note that you must click the "Submit" button in order for the questionnaire to be logged as complete and ready for review. Important: Once you click the "submit" button you will not be able to make changes to your responses.	
Title	Received
VCU Financial Aid Form (Please Upload)	<input type="checkbox"/>
VCU-Study Abroad	<input type="checkbox"/>

Required Reading	
Click the following to view, read, and mark these required reading pages as having been read.	
Title	Received
Acknowledging the Financial Commitment Policy (Winter and Spring)	<input type="checkbox"/>
International Student Identity Card	<input type="checkbox"/>
VCU Student Health Services	<input type="checkbox"/>

Actions Required	
Click the following to view instructions that typically require you to take action.	
Title	Received
\$100 Faculty-led Program Deposit	<input type="checkbox"/>
\$150 Non-refundable processing fee	<input type="checkbox"/>
Financial Aid Form	<input type="checkbox"/>

Recommendations	
Requests	Received
<p>Faculty-led Programs (1 required) Since you will participate in a VCU study abroad program and serve as a representative of VCU and the United States, the Global Education Office is concerned with your academic and personal suitability for study abroad. Thus, a recommendation from a university instructor or professor is required.</p> <p>Please identify a university instructor or professor that can address your abilities and academic competencies. Once you have identified a university instructor or professor, please ask the instructor to serve as a reference. Then, click the "Request Electronic Recommendation" link below to send a recommendation request via email to your academic reference. Your academic reference will receive instructions via email on how to electronically complete your recommendation.</p> <p>View / Print Recommendation Form - Request Electronic Recommendation</p> <p><i>1 or more required recommendations has not yet been requested.</i></p>	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding. In order to digitally sign documents, you must be at least 18 years of age or older and must indicate your birth date in the profile section of the online application. In order to return to the profile section, click "Applicant Home" at the top of this page and then click "Edit Profile." Please pay careful attention to the birth date you enter. Important: Once you have indicated your birth date, you will not be able to change it.	
Title	Received
Data Review and Storage Acknowledgement	<input type="checkbox"/>
Faculty-led Program Sheets	<input type="checkbox"/>
Financial Commitment Policy (Winter and Spring)	<input type="checkbox"/>

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.