

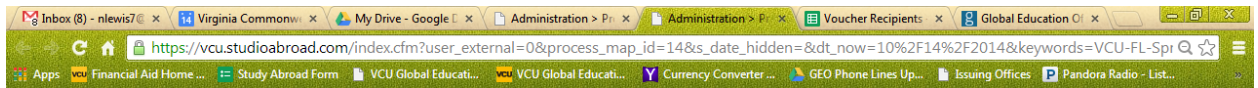
VCU Faculty-led Programs

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. Click on the "VCU Faculty-led Programs" tab on the left hand side of the webpage.
2. Select the program of interest by clicking "apply now."
3. The program page should clearly state the name of your study abroad program (For example, VCU-FL-Spring Break: African Americans in Paris) and provide a brief description of the program.
4. 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 the VCU Studio Abroad website interface. The browser address bar displays the URL: vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11094. The page features a sidebar on the left with various navigation options: Faculty Development Seminar (faculty only), Travel Registry, Jamaica Dental Project, VCU programs abroad, Photo contest 2012, Funding options, GET A PASSPORT (study abroad), Country guides, ISIC cards, and Online payments. The main content area is titled "VCU-FL-Spring Break: African Americans in Paris" and includes a search bar with options like "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search". The program details section shows "Paris, France (Outgoing Program)" as a featured program. It lists "Program Terms: Spring Break" and "Program Dates & Deadlines: Click here to view". A table of "Fact Sheet" information includes "Area of Study: African American Studies" and "Language of Instruction: English". The "Program Description" section features a photo of a group of people in Paris and provides details: "Paris, France", "3 credits African American Studies", "8 March - 15 March 2015", "\$1,550 + airfare + VCU tuition", and a note that the remainder of the program fee, \$1300, will be charged to the student's spring 2015 account. A red arrow points to the "Apply Now" button in the top right corner of the program details section.

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



Program Application Page (Pre-Decision)

Simulated User		Application Questionnaire(s)	
Program:	VCU-FL-Spring Break: African Americans in Paris	Click the links 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.	
Term/Year:	Spring Break, 2015	Title	Received
Deadline:	10/20/2014	VCU Financial Aid Form (Please Upload)	<input type="checkbox"/>
Dates:	TBA	VCU-African Americans in Paris	<input type="checkbox"/>

Required Reading		Actions Required	
Click the following to view, read, and mark these required reading pages as having been read.		Click the following to view instructions that typically require you to take action. Once you have made an online payment or submitted required documents (if applicable), VCU Education Abroad will mark this action as "Received". Important: Check marks will not automatically appear in the "Received" column for this section. VCU Education Abroad must mark these items as "Received".	
Title	Received	Title	Received
Application Instructions	<input type="checkbox"/>	\$100 Faculty-led Program Deposit	<input type="checkbox"/>
Financial Aid Form	<input type="checkbox"/>	\$150 Non-refundable processing fee	<input type="checkbox"/>
International Student Identity Card	<input type="checkbox"/>		
VCU Student Health Services	<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.	
Title	Received
Data Review and Storage Acknowledgement	<input type="checkbox"/>
Faculty-led Program Sheets	<input type="checkbox"/>
Financial Commitment Policy	<input type="checkbox"/>
Travel Warning Country	<input type="checkbox"/>

10. Read the "Required reading" and confirm that you have read the information.
(For VCU Students only) If you intend to use financial aid to pay for your study abroad program, you should download the "Financial Aid Form" and have the Financial Aid Office complete it. Remember to click the "VCU Financial Aid Form (Please Upload)" questionnaire to upload your form or to indicate that you will not use financial aid. Not applicable (N/A) will appear in the "Received" column for students who indicate that they will not use financial aid.
11. Answer the "Application Questionnaire(s)."
12. Digitally sign the "Data Review and Storage Acknowledgement," "Faculty-led Program Sheets," the "Financial Commitment Policy," and the "Travel Warning Waiver."
13. **(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>1 or more required recommendations has not yet been requested. <input type="checkbox"/></p>	

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"/>

14. 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.)
15. 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.
16. The program director will review your application and together with the Education Abroad office determine your acceptance.
17. Students will be notified via email about their acceptance. Please contact VCU Education Abroad at abroad@vcu.edu or 804-827-7882 if you have any questions.