

## VCU Partnership Exchange

1. Search for a partnership exchange program by clicking the “Programs” link, located between the “Home” and “Staff” links, just below the main picture on this page.
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, “Curtin” or “VCU Partnership”) and select the “Search” box to locate it. (Note: The search does not recognize special symbols or characters, so enter a word that does not contact them).
4. Click on the program link. The program page should clearly state the name of your study abroad program (For example, VCU Partnership Exchange: Curtin University) 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 displaying the VCU Global Education Office website. The page title is "Education Abroad" and the URL is "https://vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program\_ID=10003&Type=0". The page features a navigation menu with links for HOME, PROGRAMS, STAFF, and DEADLINES. A sidebar on the left contains an "ANNOUNCEMENTS" section with the text "There are no announcements" and a "View All" link. The main content area displays the "Programs > Brochure" section, which includes a "Hide Tips" button and a message: "This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options." Below this message are several search and filter buttons: "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search". The featured program is "VCU Partnership Exchange: Curtin University" in Perth, Australia, marked as "Featured". The program details include: "Program Terms: Academic Year, Fall, Spring"; "Homepage: Click to visit"; "Program Dates & Deadlines: Click here to view"; "Restrictions: VCU applicants only"; "Fact Sheet: Minimum GPA Required: 2.75, Language of Instruction: English, Housing Options: Apartment, On Campus Dormitory"; "Program Description: Curtin University is a VCU International Partnership University, which allows students to study in Perth, Australia for a semester or a year. Currently, students can choose from the following courses: humanities, science and engineering, health sciences and Curtin Business School. Students pay tuition to VCU, and pay their room and board directly to Curtin."; and "To Apply: Students must have a 2.75 GPA to apply and are selected on the basis of their academic record and emotional maturity. Applications should be submitted to the Education Abroad office by April 1 for the fall semester or for a full year and Oct. 1 for the spring semester. Applicants should complete the VCU application for study abroad and Curtin application form. Students will need to obtain a".

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. Begin answering general questions about yourself. (Please note: some responses are required)
9. Select the term that you will study abroad.
10. Proceed to the “Program Application Page”

**Program Application Page (Pre-Decision)**

Simulated User	
<b>Program:</b>	VCU Partnership Exchange: Curtin University
<b>Term/Year:</b>	Fall, 2013
<b>Deadline:</b>	06/14/2013
<b>Dates:</b>	TBA

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
Partnership Exchange Program	<input type="checkbox"/>

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
Course Approval Form	<input type="checkbox"/>
International Student Identity Card	<input type="checkbox"/>

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
\$150 Non-refundable processing fee	<input type="checkbox"/>
Host Institution Application	<input type="checkbox"/>
Official Transcript	<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
Agreement and Release	<input type="checkbox"/>

Recommendations	
Requests	Received
<p>Partnership Exchange (1 required) Since you will directly matriculate into your host university and serve as a representative of VCU and the United States, VCU 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 (preferably VCU instructor or professor).</p> <p>Please identify a university instructor or professor that can address your abilities and academic competences. Once you have identified a university instructor or professor, please ask the instructor to serve as a recommender. Then, click the "Request Electronic Recommendation" link below to send a recommendation request via email to your recommender. Your recommender will receive instructions on how to electronically complete your recommendation.</p> <p><a href="#">View / Print Recommendation Form</a> - <a href="#">Request Electronic Recommendation</a></p> <p><i>1 or more required recommendations has not yet been requested.</i></p>	<input type="checkbox"/>

11. Answer the "Application Questionnaire(s)"
12. Digitally sign the "Agreement and Release" and "Data Review and Storage Acknowledgement."
13. Read the "Required reading" and confirm that you have read information about the Course Approval Form and the International Student Identity Card.
14. Send a Request for a "Recommendation" to a VCU professor or instructor.
15. Once the check marks appear in the "Received" column for the Application Questionnaire(s), Required reading, Signature Documents, and Recommendations, you have successfully completed the online application.
16. VCU Education Abroad will mark the "Actions Required" as complete when we receive your required documents and fees.
17. Once your online application is complete, you will receive a confirmation email from our office.