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.

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"

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.