

VCU Qatar Exchange Programs

1. Go to: http://vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10008
2. Make sure the link sent you to the correct program page. The Program Brochure page should clearly state the type of study abroad program (For example, VCU Departmental Exchange: VCU Qatar) and provide a brief description.
3. 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 displaying the VCU Qatar Exchange Program brochure. The page title is "VCU Departmental Exchange: VCUQatar" and it is located in Doha, Qatar. The page includes a navigation bar with links for "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search". A "Hide Tips" button is also present. The main content area features a table with program details:

Program Terms:	Fall, Spring	Apply Now	Print
Homepage:	Click to visit	Save This	Share This
Program Dates & Deadlines:	Click here to view		
Restrictions:	VCU applicants only		

Below the table, there is a "Fact Sheet" section with the following information:

- Minimum GPA Required: 2.75
- Language of Instruction: English
- Housing Options: Student Housing

The "Program Description" section features a photograph of a building with traditional Islamic architecture, including arched windows and a minaret.

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

Program Application Page (Pre-Decision)

Simulated User	
Program:	VCU Departmental Exchange: VCU Qatar
Term/Year:	Spring, 2014
Deadline:	10/10/2013
Dates:	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
VCU Qatar General Questionnaire	<input type="checkbox"/>

Required Reading	
Click the following to view, read, and mark these required reading pages as having been read.	
Title	Received
International Student Identity Card	<input type="checkbox"/>
Smart Traveler Enrollment Program (STEP)	<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. 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"/>
Data Review and Storage Acknowledgement	<input type="checkbox"/>
Permissions	<input type="checkbox"/>

Recommendations	
Requests	Received
<p>VCU Qatar Recommendation (1 required) Since you will study on the VCU Qatar campus, you will serve as a representative of VCU Richmond and the United States, the School of the Arts Dean's 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 competences. 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>	
1 or more required recommendations has not yet been requested.	<input type="checkbox"/>

9. Answer the "Application Questionnaire(s)."
10. Digitally sign the "Agreement and Release", "Data Review and Storage Acknowledgement," and the "Permissions" documents.
11. Read the "Required reading" and confirm that you have read information about VCU Student Health Services, the Smart Traveler Enrollment Program (STEP) and the International Student Identity Card.
12. Send a Request for a "Recommendation" to a VCU professor or instructor that can write about your academically suitability for study abroad. Recommendation request will be sent to your professor or instructor via email. The recommender will receive instructions on how to log into the system to complete the online recommendation. Recommendations must be received by the application deadline.
13. 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.