

VCU Affiliate Programs

Note: If you are studying abroad through an affiliate program, you will first need to contact the affiliate program and complete their application. You should be accepted into your affiliate program prior to completing VCU Education Abroad online application. Please do not pay the non-refundable \$150 education abroad fee until you have been accepted into your program and sure you will participate.

1. Search for an affiliate 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, “Heriot” or “API Scotland”) 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, API Edinburgh, Scotland: Heriot-Watt University, Direct Enrollment) 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 https://vcu.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10453. The page title is "Programs : Brochure". A message box states: "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 are buttons for "List All", "Simple Search", "Advanced Search", "Featured Programs", "Course Search", and "Map Search".

The main content area features a blue header for the program: "API in Edinburgh, Scotland: Heriot-Watt University, Direct Enrollment". Below this, the location is listed as "Edinburgh, UK (Scotland)". A table provides details about the program:

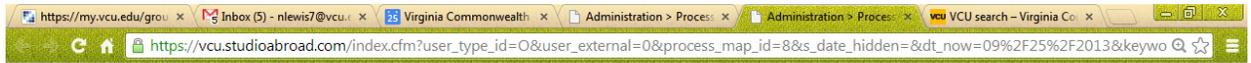
Program Terms:	Academic Year, Fall, Spring	<input type="button" value="Apply Now"/>	<input type="button" value="Print"/>
Homepage:	Click to visit	<input type="button" value="Save This"/>	<input type="button" value="Share This"/>
Program Sponsor:	Academic Programs International		
Program Dates & Deadlines:	Click here to view		
Restrictions:	VCU applicants only		

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

- Area of Study: Biology, Business, Chemistry, Fashion Design, Fashion Merchandising, Finance, International Studies, Mathematical Sciences, Physics
- Minimum GPA Required: 3.0
- Language of Instruction: English
- Class Status: Junior, Senior, Sophomore
- Housing Options: On Campus Dormitory

The page concludes with a "Program Description" section featuring a banner image with the API logo and a silhouette of a person against a sunset.

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:	API in Edinburgh, Scotland: Heriot-Watt University, Direct Enrollment
Term/Year:	Spring, 2014
Deadline:	11/15/2013
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
Affiliate Program	<input type="checkbox"/>
Course Approval Form	<input type="checkbox"/>

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

Actions Required	
Click the following to view instructions that typically require you to take action.	
Title	Received
\$150 Non-refundable processing fee	<input type="checkbox"/>
Acceptance letter or email from the host institution	<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"/>

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 the information.
14. Once the check marks appear in the “Received” column for the Application Questionnaire(s), Required reading, and Signature Documents, you have successfully completed the online application.
15. VCU Education Abroad will mark the “Actions required” as complete once we receive your required documents and fees.
16. Once your registration is complete, your status will change from “pending” to “approved.”