

Departmental Exchange Programs

1. Search for a department 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, “Westminster” or “VCU Departmental Westminster”) 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 Departmental Exchange: University of Westminster) 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=10007. The page title is "Education Abroad". The navigation menu includes "HOME", "PROGRAMS", "STAFF", and "DEADLINES". The user is logged in as "Nasha Lewis". The page content includes an "ANNOUNCEMENTS" section with no announcements, a "Programs : Brochure" section with a "Hide Tips" button, and a "VCU Departmental Exchange: University of Westminster" section. The location is "London, UK (England)" and it is marked as "Featured". The program terms are "Academic Year, Spring". The homepage is "Click to visit". The program dates and deadlines are "Click here to view". The restrictions are "VCU applicants only". The fact sheet includes "Area of Study: Fashion Merchandising" and "Minimum GPA Required: 3.0". The program description states: "As the first and only university in the U.K. to offer a degree program in fashion merchandise management, as well as its location in one of the safest and most exciting cities in Europe, the University of Westminster serves as a great place for students interested in studying fashion merchandising. As a part of this unique cosmopolitan community, students can experience the bubbling street markets, world-renowned museums, theaters, famous landmarks and fashion-forward living. Learn more about studying at Westminster". The "To Apply:" section states: "Applicants must have a minimum GPA of 2.8 and a 3.0 for all courses in the School of the Arts. Portfolios must be submitted for courses consisting of examples of your work relevant to the subject area you wish to study. Applicants should complete the online VCU application for departmental exchange and University of Westminster application form."

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:	VCU Departmental Exchange: University of Westminster
Term/Year:	Spring, 2014
Deadline:	10/15/2013
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
Course Approval Form	<input type="checkbox"/>
Departmental Exchange Program	<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"/>
VCU Student Health Services	<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"/>
Host Institution Application	<input type="checkbox"/>
Official Transcript	<input type="checkbox"/>

Recommendations	
Requests	Received
<p>Departmental 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 an academic 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>	

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. Send a Request for a “Recommendation” to a VCU professor or instructor. (Note. Students applying to Bauhaus University should send a request for a recommendation to Dr. John Accordino.)
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.