Applying for a Program

To apply for an UMSL Study Abroad program, click on the “Apply Now” link on the UMSL Study Abroad homepage: http://studyabroad.umsl.edu.
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Or, if you find yourself on our application landing page, click on “Program Search” or “Programs.”
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On the Program Search page you will find a variety of ways to search for programs. The default screen is the Advanced Search, but you may also try List All to see every program we have or the Map Search to search by country.

If you know the name of your program, type any part of it into the Program Name box and click “Search” to bring up results. You can also search by city, region, country, or term, or any combination of these. To choose multiple options within a single parameter, use CTRL + click (So, for example, if you want to look at programs in Africa and Asia).
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The bottom part of the Program Search screen gives you even more options to find programs. Here you will find the ability to search for programs based on things like language of instruction, available areas of study, class standing, etc. Choose as many as you’d like. Again, CTRL + click allows you to choose multiple options within the same field.

Whenever you are ready to see results, click “Search.”
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In this example, I am searching for all programs in Austria (no other restrictions chosen).
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My results screen shows four programs in Austria. I’m interested in IMC Fachhochschule Krems, so I click on that one.
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Clicking on the name of the program I’m interested in brings up the program page. On the top part of the program page you will see a lot of practical information. The Budget Sheets section takes you to a page explaining the estimated costs of the program. Dates/Deadlines lets you know when you need to apply as well as when you’d be abroad. Fact Sheet contains a lot of information about things like what areas of study are offered, what the language of instruction is, etc.
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As you scroll farther down, you will see the program brochure with photos and more detailed information about the program. Hopefully this page will answer many of your questions and get you excited to apply. If you would like to think about it for a bit, you can click the “Save This” button at the top. Otherwise, click “Apply Now.”
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When you press “Apply Now”, you will be asked to select the term abroad for which you are applying. In this example I only have the choice of Academic Year, 2016-2017. I click on the circle next to Academic Year and then click on “Apply.”
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This is the application page. Every application page will have different action items, depending on what is required for that program, but they all fall into a few general types.

- **Application Questionnaires**: When you open a questionnaire you will see a series of questions for you to answer. Click “Submit” when you are finished answering all of the questions. Most of the time, you can go back and edit questionnaires if you need to change an answer.

- **Recommendations**: Not all programs require letters of recommendation. If your program does not, this section will not appear. If this section is present, it will tell you how many recommendations of each type you need (Academic or Language). We will go over the process for requesting a recommendation in detail below.

- **Material Submissions**: Material submissions are items that you must physically turn in to the UMSL Study Abroad office, such as checks and official transcripts. These items are marked as complete by the UMSL Study Abroad staff after receiving them.
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- **Signature Documents**: These items must be read and signed. If you are an UMSL user, you can sign them digitally right away. If you are an external user, you must send in verification of your age (such as a copy of your passport or driver’s license) to the UMSL Study Abroad office before you will be allowed to sign these items digitally. When you open one of these items, at the bottom it ask you to “Click Here to Sign Digitally” and then ask you to confirm your signature.

- **Itinerary**: If your program has a set itinerary, it will appear here.

- **Learning Content (not pictured)**: Some programs will have items under the heading Learning Content. These are typically informational items that prepare you for your program such as orientations or directions for registering at your host university. After you have reviewed the learning content, click “Mark as Read.”

Let’s look more closely at the process of requesting a letter of recommendation. **If your program does not require letters of recommendation, skip to page 15.**

When you click on the link that says “Request Electronic Recommendation,” shown below, you will be taken to the screen shown on the next page.
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On this screen, if you are requesting a letter of recommendation from an UMSL faculty or staff member, type in (at least part of) their last name in the box under Option 1 and click “Search.” If you are requesting a letter of recommendation from someone who does not work at UMSL, fill in the fields under Option 2 and click “Add User.”

In this example, I am searching for an UMSL employee with the last name Shabani.
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If you used Option 1 (UMSL employee lookup), you will get a screen asking you to select the correct person. In this case, there is only one person with the last name Shabani employed at UMSL, so I click on the circle to the right of her name and then click “Next.”

If you used Option 2, you can proceed to the next page.
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On this screen, you should double-check that the Recommender Information is correct and then fill in the boxes under Course Information and Additional Information. In this example I reminded Ms. Shabani that I took her Psych 1001 course in Fall 2014 and I put in a small note of thanks. You may also want to add something about what program you are applying for specifically.

When everything is filled out, click “Save” and an email will be sent requesting that the recommender log in to the site and fill out the appropriate recommendation form.
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As you complete different parts of the application, you will notice check marks appearing in the right-hand column of your application. Questionnaires, Learning Content, and Signature Documents will appear checked off as soon as you complete them. Material Submissions and Recommendations (if required) will be checked off by the UMSL Study Abroad office when they have been received. If you see “N/A,” this means that the item is not applicable to you and you do not have to complete it.

Your application is complete only when all of the boxes are checked off or have an N/A.

In this example, I have three incomplete items:
- The electronic letter of recommendation from Ms. Shabani
- I need to request a second letter of recommendation still
- I need to send an Official Transcript to the UMSL Study Abroad office
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Any time after you have applied or saved a program, you will have an Applicant Home page. Whenever you log in, this will be your default home page. By clicking on “Applicant Home” near the top of the screen, you can always return to this page from any other page. From here, you can view all of your current applications, your profile, and any messages you’ve received through the study abroad application portal.

If you click on the name of the program in the “Applications” section, it will take you back to your application page for that program (as seen on the previous page) so that you may complete incomplete items, look for new items, edit information, or otherwise check on your application.

*You will not see Admin Home or Recommender Home or many of the options in the left-hand column – these are for staff use only.