Student Application Process

1. Find Program Page, click **Apply Now** button

2. You are about to create an application. Are you sure you wish to do this? Click **OK**

3. Select appropriate term > **Apply**
4. Click on all links and complete all documents (checkmarks will show as document are completed, **Progress Meter** at top shows overall application progress)
   a. **Signature Documents** - For policies/procedures – students must digitally sign
   b. **Application Questionnaires** - For collecting information from students – they must submit their individual responses
   c. **Learning Content** - For informational purposes – students “mark as read”

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5. Students’ **progress meter** will read the following when all checkmark boxes are checked off:

   **Everything done! Great job!**
6. To log back in to complete their application: Studyabroad.uc.edu, click on Login link. Use their 6+2/password to log in – NOTE: this step may require them to login twice.

7. Click on program link to continue:
Faculty Application Review

1. Studyabroad.uc.edu, click on Login link. Use your 6+2/password to log in – NOTE: this step may require to you to login twice.

2. Admin Customizations: Add your signature line and checkmark the box “Use signature for my system emails” > save.
3. Find your Students: Applicant Admin > Advanced Search > checkmark Applicant Parameters > Next

4. Select your program Application Cycle (Term) and Program > click Next.
   a. NOTE: As decisions are made by students regarding acceptance, the Application Status checkboxes can be used to make your applicant list more specific (i.e. Only students who are participating on the program – “committed”).
   b. TIP: If your results list of applicants is empty, check that you selected the appropriate Application Cycle (Term).
5. **Progress Audit** (Pre Decision): How are your applicants doing with completing the application?

- The following should be complete (checkmark the boxes) > Next

![Progress Audit screenshot](image)
6. **Progress Audit Results** with Students

7. Click **search results** (or **Admin home**) (click on query)
8. Review individual applications: Click on student application link.

9. Information in top right lets you know when the student last accessed their application.
   a. TIP: Print Application button on Overview tab (cancel actual print when dialog box pops up) is an easy way to view a student’s application in its entirety.
   b. Alternatively, you can click on separate tabs to view pieces individually:
      i. Questionnaires
      ii. Materials
      iii. Learning Content
      iv. Recommendations

10. Email students individually by clicking on Email tab > Use system e-mail form > (complete email content) > send. You will receive a copy of any email sent to your UC email, and student replies will come directly to you.
11. Create **Reports** for easy batch review. Click on **blue button** by query that you want to base your report from:

![My Queries & Reports](image)

12. Select your **Groupings** and **Output**.

   Recommended:
   
   a. **Programs & Terms**
      
      i. Program Name
      
      ii. Term
      
      iii. Year
      
      iv. Application Status
      
      v. Program Currently Assigned City
      
      vi. Program Currently Assigned Country
      
      vii. Program Date Record: Start Date
      
      viii. Program Date Record: End Date
   
   b. **Applicant Parameters**
      
      i. Gender
      
      ii. Email
      
      iii. DOB
      
      iv. UC Campus
      
      v. Academic Level
      
      vi. Academic Program Detail
      
      vii. Academic Program General
      
      viii. College of Enrollment
      
      ix. Major 1
      
      x. Current UC Hours Earned - Total
      
      xi. Anticipated Graduation
      
      xii. Class Level
      
      xiii. GPA University
      
      xiv. M Number

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13. **Name** your report > select report **format** > **Results**

a. Note: A new report will be created and saved EACH time the results button is clicked

b. **New Window** Output:
   i. **TIP:** good format for saving PDFs. Click on Print in upper right corner > select output as **PDF** > **print** > cancel actual print > **save**

c. **Excel Output:** Click both **Export as Excel** and **Export Essay Content**
   i. Yes to Excel notification
   ii. **TIP:** If Excel does not open after this, close down any Excel files you have open. Return to report wizard and click results again.
14. When done with report wizard, click on admin home link. You now have saved reports:

15. TIP: If you get lost during any process, click on the Admin Home link to begin again

16. TIP: Instead of creating new queries, you Edit (pencil icon) / Delete (red x)
Online Brochure Updates

1. Click on Program Admin > List All > expand folder > edit pencil for program

2. Dates Tab (view only): Here you can check your program dates and application deadline dates. Any changes can be sent via email to your UC International Faculty-Led Assistant Director.

<table>
<thead>
<tr>
<th>Program Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Spring Break</td>
</tr>
</tbody>
</table>

**NOTE:** Students must interview with leader before being selected for program.

** Indicates a rolling admission application cycle where applicants will be moved into the post-decision phase immediately if they are accepted into the program.
3. **Requirements** Tab (choose term): Here you can view the application components that students need to submit. **NOTE:** the application process only involves Pre-Decision documents. Post-Decision documents are only collected from committed students.

<table>
<thead>
<tr>
<th>Requirements for Spring Break, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials for Outgoing Programs</strong></td>
</tr>
<tr>
<td><strong>Material Title</strong></td>
</tr>
<tr>
<td>Pre-decision (Application)</td>
</tr>
<tr>
<td>Cancellation Policy - Faculty-Led Programs</td>
</tr>
<tr>
<td>Travel Restrictions</td>
</tr>
<tr>
<td>Understanding and Assuming Risks when Travelling Abroad</td>
</tr>
<tr>
<td>Waiver and Release of Liability</td>
</tr>
<tr>
<td>Post-decision</td>
</tr>
<tr>
<td>Emergency Treatment Authorization</td>
</tr>
<tr>
<td>Immunizations and Health Abroad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questionnaires for Outgoing Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Questionnaire Name</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

4. **Contacts** Tab: Here you can add your email to be notified when someone a) saves the application to their profile or b) starts an application.
5. **Brochure** Tab: Here is where you input the information that students see when they are browsing our programs.
   a. **Friendly URL**: This is your short website link – Note: it is advised to not change this link as it will render any/all previous links inactive.
   b. **Import Fac-Led Template**: This will overwrite your brochure with a blank template, use with caution. All program brochures are using the same template (see attached)
   c. **Brochure Editor Box** (*WYSIWYG*): This is where all edits occur.
      1. **Format**: Always use “Normal” format
      2. **Hyperlink** Button
      3. **File Upload** Button
      4. **Paste From Word**: Always use this when pasting in text from another source (it removes unnecessary behind-the-scenes coding which allows us to keep our brochures clean)

**TIP:** **Update** often after small changes. **Cancel** if you make any accidental changes that should not be saved.

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**Program Brochure:**

### Friendly URL Label:

![PeruChangemakers](https://study-abroad.unc.edu/PeruChangemakers)

You can construct your program brochure with rich text formatting and uploaded images using the editor provided below.

1. **Font**
2. **Size**
3. **Format**
4. **Source**

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**TIP:** Your access permissions do not allow the use of SCRIPT or OBJECT tags in the submitted content. Any updates posted will have these elements disabled (including pop-up links to the Document Center).

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**Body**
- **Program Overview**
- **Location**
- **Who Can Participate?**
- **Academic Program and Course Information**
- **Fees**
- **Living Arrangements**
- **Getting There**
- **Program Costs**
- [UC Financial Aid and Scholarships](https://www.unix.uc.edu/financialaid)

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