

## UCCS Abroad 101: How to Apply

Hello, and on behalf of the International Affairs office, welcome to another segment of Abroad 101. Today we'll be focusing on how to apply to go abroad once you've selected your program. After watching, I encourage you to check out the other Abroad 101 videos, which offer an overview of education abroad here at UCCS as well as in-depth information on academics and finances.

We here in International Affairs know it can feel like a jungle out there, trying to narrow down your program options and figure out your next steps to apply, and I'm here to clear a path forward for you. Now that you've decided to go abroad, the next thing to do is pick a program and apply. To do that, visit our website at <https://educationabroad.uccs.edu> and click on "Programs" in the upper left corner. You can also find links to register independent travel, FAQs, and a list of programs broken down by majors and minors in the menu on the left, along with another run-through of how to apply in case you need a refresher.

After clicking on "Programs," you'll be taken directly to the Program Search page which, as you might expect, lets you search for programs based on specific criteria, such as location, term, housing type, areas of study, and theme. You can also search by program name, if you have one in mind, or click "List All" at the top of the screen to see a list of all UCCS-approved programs.

Once you've conducted your program search and chosen your program, click the program's name to be taken to the program page, where you can view details about the program, term dates, and more. This is also where you'll begin the application process.

Click "Apply Now" on the upper right portion of the screen to get started. After doing so, you'll see a pop-up notifying you that you're about to create an application and asking if you're sure. Click "OK" or hit enter to move forward.

Next you'll be asked whether you have login credentials for the site. Select "I do not have login credentials to this site" and hit "Submit." Once you do, you'll be asked whether you're a currently registered UCCS student or are registered elsewhere. Choose the option that's right for you. For today's purposes, I've selected "I am registered at UCCS." Once you hit "Submit," you'll be asked to fill in your personal details to create an account. If you are a UCCS student, International Affairs strongly recommends you use your full UCCS email to register, since that will serve as your username moving forward. After filling in your information, click "Create Account."

Once you create your account, a temporary password will be sent from [international@uccs.edu](mailto:international@uccs.edu) to the email you provided, along with a link to allow you to login. Copy the temporary password, click the link, and now choose "I have login credentials to this site that I received by email." After clicking "Submit," you'll be able to log in. Remember, your username is your email. You'll then be prompted to set up a series of security questions and change your temporary password.

After you've finished creating your account, you'll be prompted to select a term to create your application. Choose the term you intend to study abroad for and click "Apply." Next you'll be asked to complete more in-depth biographical information, and once you fill that in and hit "Save," you'll be taken to your application page. This is where you'll fill out and submit the information we here in International Affairs need to review your application.

All signature documents, application questionnaires, and material submissions are required in order for us to look over and approve your application to study abroad. Note that some of the requirements you see here may differ depending on your chosen program. If you have any questions about your application, don't hesitate to reach out.

Once you've submitted all your materials, we'll review your application and notify you of our decision via email from [international@uccs.edu](mailto:international@uccs.edu). After you've been accepted, please make sure to change your status to Committed so we know that you do in fact intend on going abroad. Should your situation change, you can also withdraw your application if need be.

One more thing to note is that if you've applied for an exchange or 3rd party program, a second application directly to the exchange partner or 3rd party program is required after you've been approved to study abroad by UCCS. If you've applied for an exchange, our office will be in touch with the next steps. If you've applied to a 3rd party program, you'll apply via the provider's website. To get there, navigate back to the program page where you initially clicked "Apply Now," and click "Click to visit" next to Homepage. You'll be taken directly to the 3rd party provider's site, where you'll be able to create an application, as demonstrated here. UCCS short-term programs do not require an additional application.

I hope this video has helped you see a way forward through the jungle, but as always, if you have questions you can reach us via email at [international@uccs.edu](mailto:international@uccs.edu), by phone at 719-255-5018, on Facebook at UCCS International Affairs, on Instagram at [@uccs\\_international](https://www.instagram.com/uccs_international), and on Twitter at [@uccsinternat](https://twitter.com/uccsinternat). You're also welcome to stop by our

office in Copper House 9202 or visit our website at <https://abroad.uccs.edu>. We look forward to seeing where you'll go!