A STUDENT’S GUIDE TO
WVU ABROAD

How to find and apply for a study abroad program through WVU Abroad
Part 1 - Finding a Program

When considering study abroad, it is important to know your options and how those options best fit your academic and scheduling needs. The Office of International Programs offers a number of informational sessions to assist in orienting you to the various types of programs and how they fit your needs. In addition to these sessions, the WVU Abroad web portal (http://studyabroad.wvu.edu) offers assistance in finding the right program for you, as well assisting with the application process.

When you first view the WVU Abroad site, you will notice three important links:

(1) **Programs** - The Programs link takes you to the search screen, which we will cover in detail next.
(2) **Staff** – This link details the contact information of the Office of International Programs staff, and help direct you to the right person to answer your questions.
(3) **Login/Register** – This link gives you access to your account and profile, where you can get announcements, track programs you have saved, and view any applications you have in the system.
When you click on the Programs link, you will be taken to the Program Search screen:

If you know the name (or part of the name) of a program in which you are interested, you can enter it in the Program Title section and then click search. If you are just trying to find a list of programs, leave the Program Title field blank and use the parameter fields instead.

**Note:** you can search on both Outgoing Programs (study abroad) and Scholarship Programs (funding opportunities for study abroad). Incoming programs are for international students wanting to study at WVU.
Using the program parameter options to search can really help give you an idea of what programs are available that meet your needs.

As an example, let’s search on programs specifically in Spain that run during the spring semester.

After searching on those parameters, you will be presented with a results screen that is divided into two areas. As you can see above, the first area is always for WVU created programs. These programs are a mix of Exchange programs, Faculty-Led Programs, and specialized programs like Internships and Summer Institutes. Generally it is recommended that WVU students select WVU created programs for their study abroad experience, as normally they tend to better fit the needs of our students.
The second area on the results screen is for Non-WVU Affiliated programs.

Clicking on the arrow next to one of the sponsor headings will expand that area and show that sponsors programs that also meet your search criteria. In the picture above, we are looking at ISEP (International Student Exchange Program) programs in Spain for the spring semester. ISEP programs generally fall into one of two categories, Direct Enroll and Exchange. For more information on ISEP, please contact a study abroad advisor in the Office of International Programs.
If you click on a specific program, you will be taken to that program’s brochure page, which contains specific information on that program.

The top of the brochure page contains two important areas. First is the information block, followed by the Fact Sheet.

Two important things to note in the information block are the Program Cost section and the Courses Offered section. Usually, exchange programs do not have a Program Cost section, as they are based on your normal cost of attendance, not a specific fee. Faculty-Led and special programs, however, will have an associated fee that falls outside normal cost of attendance amounts, which will be displayed in the Program Cost section, along with which items that fee covers.

Always be sure to read over the Program Cost section and make sure that you are comfortable with the associated fee before you start working on your application. Once you commit to a program, you will be committed to the associated fees. All program applications will contain a Withdraw Procedure document that you should read first before completing any other item. This document describes how the fee will be assessed, and what, if any portion, would be refundable if you choose to withdraw from a program once you have committed yourself.
The second important area in the information block is the Courses Offered section.

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Major</th>
<th>Subject</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>000</td>
<td>America: Culture and Identity</td>
<td>6.00</td>
<td>World Languages, Literature, and Linguistics</td>
<td>Spanish</td>
<td>Pable García Loaeza</td>
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<td>000</td>
<td>Critical Literature</td>
<td>6.00</td>
<td>World Languages, Literature, and Linguistics</td>
<td>Spanish</td>
<td>Pable García Loaeza</td>
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<td>000</td>
<td>Literature HispanoAmerica I</td>
<td>6.00</td>
<td>World Languages, Literature, and Linguistics</td>
<td>Spanish</td>
<td>Pable García Loaeza</td>
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<td>000</td>
<td>Spanish Literature of the Middle Ages</td>
<td>6.00</td>
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<td>Tania de Miguel Magro</td>
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<td>000</td>
<td>Spanish Literature: Drama</td>
<td>6.00</td>
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<td>Spanish</td>
<td>Tania de Miguel Magro</td>
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<td>000</td>
<td>Spanish Theater Literature</td>
<td>6.00</td>
<td>World Languages, Literature, and Linguistics</td>
<td>Spanish</td>
<td>Pable García Loaeza</td>
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While not all programs will have this section, those that do will be very helpful when planning where to go abroad. In the example above, you can see the courses that were recently taken at this school by other WVU study abroad participants.

Click the arrow to the left of a Foreign Course will show what the previous WVU student received credit for at WVU as an equivalent. In this case, the participant took America: Culture and Identity at the school in Spain, and on their WVU transcript they received credit for SPAN 330 – Latin American Culture. This section also lists the WVU faculty that approved the equivalency.

Equivalencies usually remain for 3 academic years, but must be approved each semester.
After the information block and Fact Sheet areas, you will see the body of the brochure which contains most of the important information about a program. As you can see, the brochure for the University of Murcia in Spain includes lots of information on the area, what classes are available, how do you get more information about them, as well as what you can expect to pay to take part in the program. Depending on the type of program the information in the body of the brochure may be very different, but should always give you a good idea of what to expect if you take part in the program. You can always contact an advisor in the Office of International Programs for additional information on a program.

Near the bottom of the brochure, you will see the Dates and Deadlines section.

This section will indicate at what times of the year you could do this program, and when you would need to apply by in order to be considered for that term.

If the program is currently accepting applications for any term, you will notice the “Apply Now” button showing in both the information block at the top and again just below the Dates and Deadlines area.

To create an application for a program, simply click on the “Apply Now” button. If you are considering a number of programs, you can always click on “Save This” and create a list of programs to review later.
Part 2 – Applying to a Program

When you click the “Apply Now” button on a program’s brochure page, you should get a prompt on your screen like this:

If you click “OK” the system will prompt you to login to complete the creation of the application.

All WVU students should have a MyID username and password and therefore select the first option. If you are not a WVU student, choose the third option and the system will walk you through creating an account.
Once you select the MyID option, or once you have created an account, you will be taken to the Login screen. Use the appropriate username and password and click “Login” to continue.

**NOTE:** For WVU students using their MyID username and password, to reset or recover your password, you will need to go to [http://myid.wvu.edu](http://myid.wvu.edu) and follow the instructions on that site.
Every application requires basic applicant information that is normally pulled from WVU’s student information system, but in some cases may need to be updated. For non-WVU participants, the information must be fully completed the first time you apply to a program.

Complete the requested information and then click “Save” to continue onto the application itself.
The application is divided into sections, based on the type of information that is needed:

1 – Applicant Info – This displays your name, the programs name, and term, followed by the deadlines and dates for the program.

2 – Announcements – This area contains current announcements like upcoming events and possible scholarship and grant information.

3 – Learning Content – Items in this area are informational and should be read before completing any other parts of the application.

4 – Application Questionnaires – This area contains the primary parts of the application that need to be completed. Be sure to read each carefully before submitting it, as you cannot retract an item once it is submitted.

NOTE: Pay special attention to the “Statement of Program Commitment” questionnaire. Completing this item will financially commit you to the program.
5 – Material Submissions – This area contains items that you must print out and complete, then return to the appropriate office. Normally, all documents in this section must be submitted to the Office of International Programs. Each item in the section will contain instructions on how to complete the document and who to take it to. These documents usually require another office’s signature.

6 – Recommendations – Most programs will require one or two letters of recommendation. These should be completed by WVU faculty members (or faculty of your home institution if not a WVU student). The preferred method is to click on “Request Electronic Recommendation” and enter in the name of the faculty, however, you may print the form (“View / Print Recommendation Form”) and hand deliver it to a faculty member. Printed forms must be returned to the Office of International programs with original signatures.
When you click on a Learning Content item, you will be presented with information that you should carefully read. At the bottom of the page you will see two options, “Print” and “Mark as Read”. Print allows you to print a copy of the information. Clicking on Mark as Read will store a permanent copy of the document you read in your application and mark it as completed.

Questionnaire items come in a number of varieties, but usually consist of entering answers into a text box or field. Sometimes you will be presented with an essay response field like the one pictured above. For essay fields, you may directly type your response or you may upload a Word, Excel or PDF document by clicking on the folder icon (highlighted above) in the toolbar area.

All questionnaires will offer three options at the bottom: “Cancel”, “Save for Later”, and “Submit”. Cancel will disregard any responses you may have entered and take you back to the application screen. Save for Later will keep all of your responses and take you back to the application screen so you can continue later. Submit will save all your responses and mark your application as complete. Once you submit an application item, you cannot go back and re-edit it.
Regardless of the type of application item you are working on, once you have marked or submitted it, you will see the “Completed” box to the right of the item checked off. Once an item is completed, it cannot be changed or deleted. If you need something changed at a later date, you will need to contact the Office of International Programs for assistance. For this reason, it is important to completely read all information on a screen before you submit it.
When clicking on a Material Submission, you will usually see a screen similar to this one:

**Language Proficiency Report**

*Student, Test (Spain: University of Murcia, Fall, 2015)*

The program that you are applying for requires a Language Proficiency Report to be completed as part of your application. Please complete this report with the assistance of a Language Instructor. Your Exchange Coordinator can offer assistance in locating an appropriate Language Instructor at WVU. Please click on the following link to download the required document, complete it, then return it to the Exchange Coordinator at International Programs, located in Stansbury Hall.

**Document: Language Proficiency Report (Exchange)**

The screen will describe the document and how to complete it. Normally it will also include where to submit the completed form. Lastly, if the document is provided by the Office of International Programs, there will be a link (indicated above) to a PDF file you can save or print.

Most of these documents require you to get information and/or signatures from another office, then to submit the form to the Office of International Programs.
The last part of the application are the Recommendations. Many programs require only one recommendation, though some do require two or more. While you may print out a paper form and hand carry it to a faculty member, it is recommended that you use the electronic request form. When clicking on the form, you will be prompted to search for a faculty member by name.

It is recommended to just search on their last name, and then select them from the list that is provided.

If a faculty member is not found, you will be prompted to enter their First and Last names, as well as their email address. WVU email addresses should be used, as we cannot take a recommendation from a personal account like @hotmail.com or @gmail.com.
Once the faculty member is selected, you will have the chance to enter information like the course(s) you took with that faculty member and any additional information you would like to add.

Not that before you save the request, you will be prompted with a waiver request. Some faculty will not agree to write a recommendation unless you waive the right to read it. You should discuss this with the faculty member before submitting the request. If you do not waive your right to read the recommendation and it is submitted by the faculty member, you will be able to read it by going back into your application and clicking on the completed recommendation form.
For additional information or questions, please contact the Office of International Programs.

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