

Winona State University Semester/Summer Programs

Application Instructions and Checklist

Step 1: On the study abroad website, search for the program of your choice and click on the purple Apply Now box.

Step 2: Follow the appropriate instructions below depending on your status.

FOR WSU STUDENTS:

1. Select "I have a username & password." Click submit.
2. Enter your starID@winona.edu and password.

FOR NON-WSU STUDENTS:

1. Select "I do not have login credentials to this site." Click submit.
2. Fill in the information in the New User Form and select Create Account.
3. After submitting this form, you'll get an email at the email address you listed in the New User Form with your username & temporary password.
4. Use the email you received as a reference as you navigate back to the program application page. Click on Apply Now.
5. Select "I have login credentials to this site that I received by email" and click submit.
6. Enter the information that was emailed to you and click Login.
7. Complete the Password Reset Security Questions and click Update. Reset your password following the specifications and click Change. **NOTE: Write down your new password so you don't forget it!**

Step 3: Select the term for the program. Click apply.

Step 4: This takes you to your applicant home page. Click on the link of the program name you want to apply for.

Step 5: From here, all of the items with a check box listed under the Learning Content, Application Questionnaire(s), Material Submissions, Signature Documents, and Recommendations headings must be completed.

NOTE: The \$65 application fee under Materials is not something you can check off yourself. You must pay this fee in person at the Warrior Hub. You will not be able to submit your application until ALL items are marked completed. Once all items are completed, click the Submit Application button.

To pay the application fee:

1. Visit the Study Abroad office (105 Maxwell – Monday-Friday 8am-4pm) to get a card you need to provide the Warrior Hub staff along with your application fee. The card contains information the Study Abroad staff have about the program semester and account information.
2. Take the completed card and your payment to the Cashiers in the Warrior Hub (2nd floor of Maxwell). Note: the fee may not be placed on your account. You will need to pay by cash, credit card or other form of payment.

3. Bring your receipt back to the Study Abroad office (105 Maxwell) so the staff can add information from your receipt into your account and mark your fee as paid.
4. Paying the \$60 application fee is required as part of the application. You will not be able to submit your application until you have all items completed.
5. If you're not located in Winona and want to pay the application fee over the phone using a credit card, please call the Study Abroad Office for instructions (507-457-5081).

Step 6: Once you receive notice that you have been "WSU Accepted" you may begin completing the additional Post-Decision Learning Content, Materials and Questionnaires that will appear in your online account. You will have ONE MONTH after the initial deadline to complete the Post-Decision materials, **except for the Itinerary and Passport information questionnaires if you don't have that information yet.** Note: you will need to submit a \$500 confirmation deposit using the same payment process as you did with the application fee. The deposit is applied to the total cost of your program.

Deadline for POST-DECISION MATERIALS:

Summer study abroad – March 1

Fall and Academic Year study abroad – April 1

Spring and Winter break study abroad – November 1

Step 7: After the Post-Decision deadline, you will receive an email from the Study Abroad office with an attached Budget Estimate of your cost of studying abroad. This includes costs billed to you here at WSU, costs that will be billed to you by the provider or partner and out-of-pocket costs. The budget is designed to give you a total cost of your study abroad experience. This budget is also sent to the Financial Aid office so they can re-calculate your financial aid based on these new costs. You will receive a revised award letter once this has been processed. Please make an appointment with a representative in the financial aid office to review your aid if you have any questions.

Step 8: If you have chosen a program through a provider (API, AIFS, CIS, Sol, etc.), you should begin their application process, adhering to their deadlines of submission.

Step 9: If you have chosen a direct enroll or exchange partner program, wait for further instruction from the Study Abroad office on the application process through the partner. In most cases you will be nominated by the WSU Study Abroad office and will be contacted by the partner with application instructions.

Step 10: Apply for a passport, if you don't have one. If you have one, make sure it doesn't expire prior to six months after your return date.

Step 11: Book your airline ticket ONLY after you have been accepted by the partner or provider and given instructions on your arrival date.

Step 12: Research if you will be required to obtain a visa in order to study in your host country and begin the application process. Many of the programs will provide visa instructions, but remember YOU are responsible for securing your own visa.

Step 13: If you take prescription medication, find out if it is legal in your host country. Make an appointment with your doctor to secure the additional medication you will need for the duration of your

time abroad. Note: some countries require additional documentation to bring medication into the country. Japan is one such country.

Step 14: Attend the Open Forum sponsored by the Study Abroad office. You will receive an invitation to attend The Open Forum, scheduled late in the semester prior to your departure. It is an opportunity to meet others who are studying abroad during the same term, chat with returned study abroad students, and ask any questions you may still have.

Step 15: Congratulations! You're almost there. Take care of last-minute packing, researching, getting things ready for your upcoming adventure. Make the most of your time abroad. This is a very special time in your life and college career; something you will remember for years to come!

Other items to remember or consider:

- Check your WSU email account on a regular basis for important information from WSU and the Study Abroad office.
- Your grades will transfer back to WSU as actual letter grades, not Pass/Fail. They will appear in your TRANSFER GPA, not your official GPA. If a course is transferring as a major requirement, the grade WILL be included in your MAJOR GPA.
- If you end up taking a course that you did not get pre-approved before departure, email the course description and syllabus to the WSU department chair of the subject AND Susan Pham, spham@winona.edu . The chair can approve via email and Susan will forward to registrar. You may also seek approval upon your return.
- General Education (Goals) coursework will NOT be pre-approved before a student goes abroad. General Education courses are only approved after a student returns and completes a petition form available on the General Education Program website. If you wish to transfer General Education coursework back to WSU, you must meet with Joe West or Aurea Osgood from the General Education Committee prior to studying abroad to discuss your best options for transferability. Even though they will not approve and sign your academic evaluation form, they can give excellent insight and suggestions on coursework that has the most likelihood of being approved upon return. Bring all homework, papers, projects, syllabi, back with you.
- Typically study abroad tuition and program fees will be billed to the student's WSU account and will follow the same deadlines as if you were on campus. Except in the case of a few programs, students are responsible for paying housing and meals, either to the partner or provider. All students receive a Budget Estimate where the costs are clearly labeled as to what is billed to a student's account and what is the student's responsibility. Financial aid, if received, is applied to the charges on the student's account.
- Semester students: Meet with your advisor to discuss the courses you will take the semester you return to WSU. You will be registering for your courses while you are abroad. Registration information for the semester at WSU after you return will be emailed to you and be the same as if you were on campus, except you will NOT need a registration code to enroll in classes. Your date and time to register will be Central Standard Time (CST) so make sure to convert the time difference!