

## **EDUCATION ABROAD**

*A Division of the International Studies Office*

# **UVA Global First Application Tutorial**

# Click **Apply Now**.

## UVA Shanghai First: Globalization in a Chinese Setting (Education Abroad Programs Program)



**Locations:** Shanghai, China

**Program Terms:** Fall Semester

**Homepage:** Click to visit

**Restrictions:** Non-UVA applicants only

**Budget Sheets:** Fall Semester



Apply Now

### Dates / Deadlines:

Term	Year	App Deadline	Decision Date	Start Date	End Date
Fall Semester	2019	01-MAY-2019 **	Rolling Admission	31-AUG-2019	21-DEC-2019



↑ NOTE: \*Semester dates include UVA on-site orientation.\* Application deadline is rolling with a final deadline of May 1. Early application is strongly encouraged. Accepted students must commit to the program by **May 10**.

\*\* Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

### Fact Sheet:

Class Status:	1st year	Language Requirement:	none
Enrollment Restricted to:	College of Arts and	Housing:	Hotel

In the advisory dialog box, click OK to proceed to start the application process.

**UVA Shanghai First: Globalization in a Chinese Setting** (Education Abroad Programs Program)  

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**Apply Now**

You are about to create an application. Are you sure you wish to do this?

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You will be asked how you will be logging in.

**Security : User Identification Wizard: Step 1**

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a Netbadge username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

- If you have initiated an application previously, select the second option to be taken to the login page. If you do not remember your password, use the **Forgot your password?** link to generate new login credentials and log in (*now skip to page 12 of this tutorial*)
- If you have not previously applied, click the third option

**New users:** Provide the requested information to establish your account. Provide the email address to which you would like your temporary password sent. This email address will be used for all official communication from the ISO. At **Choose Institution**, select Virginia as the state/territory.

### Security : Login (new user)

To create an account, please fill in the form provided below. ×

#### New User Form:

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	<input type="text" value="- Month -"/> <input type="text" value="- Day -"/> <input type="text" value="- Year -"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female
Choose Institution:	<input type="text" value="State/Territory"/> or <input type="text" value="Country"/>

**Create Account**

**NOTE:** An email will be sent to you with your login and password information.

Upon selecting Virginia, a list of institutions will appear. **Select “Other/Not found.”** Type **University of Virginia** into the Your Institution field, then click **Create Account**.

The screenshot displays a 'New User Form' with the following fields and options:

- First Name:
- Middle Name:
- Last Name:
- Email:
- Date of Birth:  - Month -  - Day -  - Year -
- Gender:  Male  Female
- Choose Institution:  State/Territory or  Country
- Your Institution:  **Other/Not found** (circled in red)

The dropdown menu for 'Your Institution' lists the following options:

- ACT COLLEGE (ARLINGTON )
- ADVANCED TECHNOLOGY INSTITUTE (VIRGINIA BEACH )
- ALLIANCE TRACTOR TRAILER TRAINING (WYTHEVILLE )
- AMERICA'S COMPUTER TRAINING SOURCE (VIRGINIA BEACH )
- ANA VISAGE ACADEMY (GREAT FALLS )
- ANTHONY'S BARBER STYLING COLLEGE (NEWPORT NEWS )
- APPALACHIAN SCHOOL OF LAW (GRUNDY )
- AVERETT UNIVERSITY (DANVILLE )
- AVIATION INSTITUTE OF MAINTENANCE (MANASSAS )
- PARTICULAR TECHNOLOGICAL SEMI-DIPLOMA (RICHMOND )

A red arrow points to the **Create Account** button at the bottom of the form.

**NOTE:** An email will be sent to you with your login and password information.

You will be asked to review and check off a GDPR Consent Form.

**GDPR Consent Form**

GDPR Consent Form

I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.

Submit

A temporary password will be sent to your email address. Return to the website and click on the **Non-UVA Login button**. Log in with your email address and temporary password. You will be asked to create a permanent password.

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[UVA Login](#) [Non-UVA Login](#)

STUDENTS PARENTS & FAMILY FACULTY & STAFF PROGRAMS STUDENT TRAVEL REGISTRY HEALTH & SAFETY ABOUT US HOME

NON-UVA LOGIN/REGISTER LOG REGISTER

**Security : Login (existing user)**

First time users should begin by creating a profile or applying to a program. ×

Please log in:

Username:

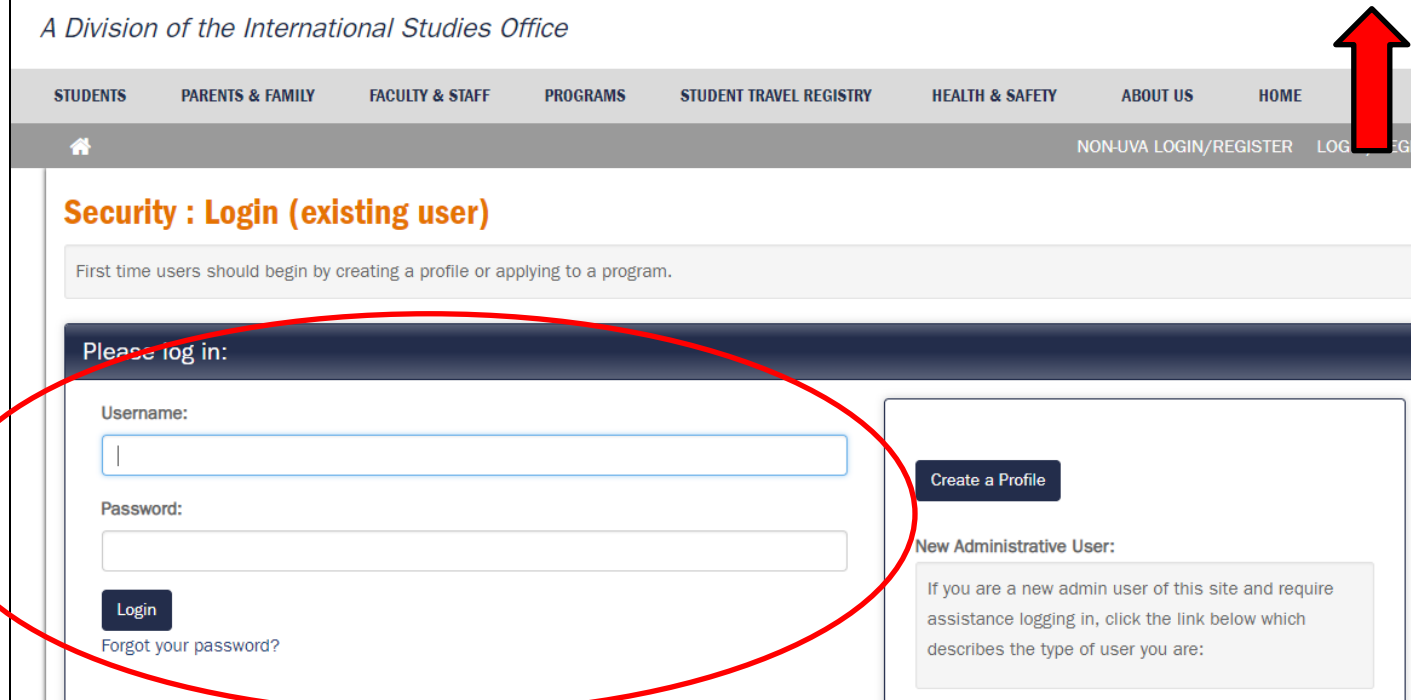
Password:

Login

Forgot your password?

Create a Profile

New Administrative User:  
If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

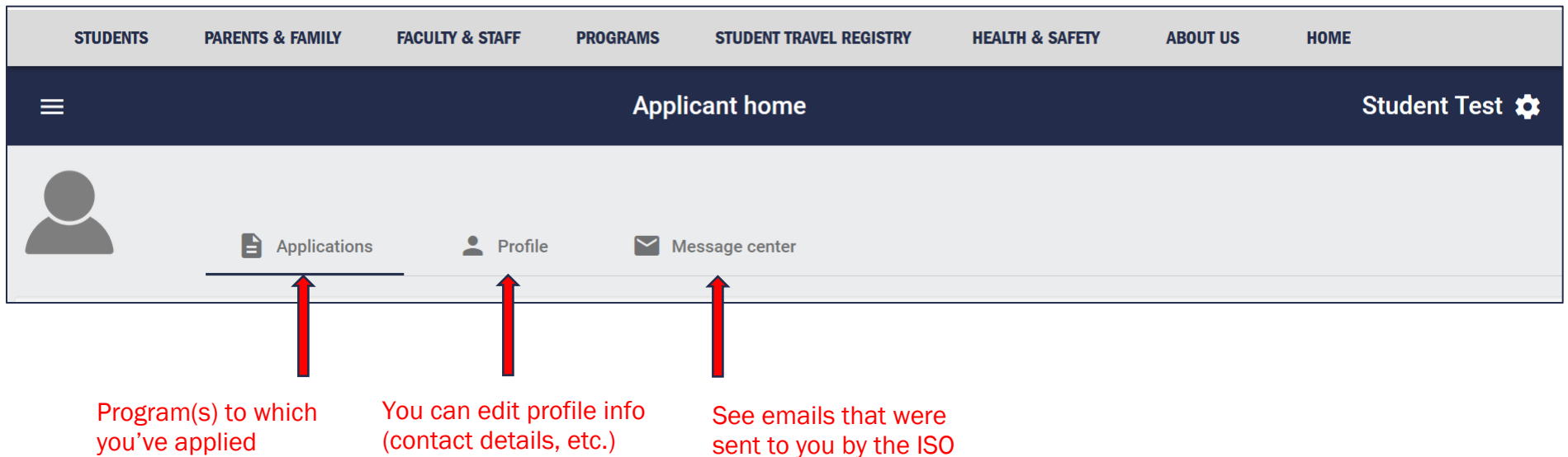


After logging in, you will be asked to enter some required information for your system **Profile**. Please input 0.0 for your GPA.

Profile : Required Information		<input checked="" type="checkbox"/> Show Tips
<p><b>!</b> Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.</p>		
Required information		
<p><b>i</b> <b>Major**</b> Please enter your intended major. If undecided, please enter "undecided". If during the application process this information changes, please update it appropriately.</p>	<input type="text"/>	
<p><b>i</b> <b>Minor**</b> Please enter your intended minor. If you do not intend to have a minor, please enter "none". If during the application process this information changes, please update it appropriately.</p>	<input type="text"/>	
Additional Information		
<b>i</b> <b>Degree Cumulative GPA</b>	<input type="text"/>	
<b>i</b> <b>Virginia Residency</b>	Choose One: <input type="text"/>	
<b>Country of Citizenship</b>	Choose One: <input type="text"/>	
<b>i</b> <b>Visa Code</b>	Choose One: <input type="text"/>	
<b>i</b> <b>Academic Year</b>	Choose One: <input type="text"/>	
<b>i</b> <b>Email Address of Your Emergency Contact</b>	<input type="text"/>	



After entering info for your Profile, you will be brought to your **Applicant Homepage**.



The screenshot shows the Applicant Homepage interface. At the top, there is a navigation bar with links: STUDENTS, PARENTS & FAMILY, FACULTY & STAFF, PROGRAMS, STUDENT TRAVEL REGISTRY, HEALTH & SAFETY, ABOUT US, and HOME. Below this is a dark blue header with a hamburger menu icon, the text "Applicant home", and a "Student Test" button with a gear icon. The main content area features a user profile icon on the left and three primary navigation tiles: "Applications" (with a document icon), "Profile" (with a person icon), and "Message center" (with an envelope icon). Three red arrows point from text annotations below to these three tiles.

Program(s) to which you've applied

You can edit profile info (contact details, etc.)

See emails that were sent to you by the ISO

Scroll down to see programs to which you've applied. Clicking on the program tile will take you to the **Program Application** page.



The screenshot shows a program application tile for the "Fall Semester, 2020". The tile includes a thumbnail image of a classical statue, the program title "UVA London First: Global Cultures in a World City", the deadline "01-May-2020", the location "London, United Kingdom", and the program dates "17-Sep-2020 - 19-Dec-2020". A circular progress indicator shows "0 of 13" applications, and a "Withdraw application" button is visible in the bottom right corner.

Fall Semester, 2020

UVA London First: Global Cultures in a World City

Deadline: 01-May-2020

Location(s): London, United Kingdom

Program dates: 17-Sep-2020 - 19-Dec-2020

0 of 13

Withdraw application

The **Program Application** page contains information plus all the items that must be received by the application deadline. Many can be completed electronically, while some (like the Verification Form) must be submitted by mail.

The screenshot displays the application page for 'UVA Shanghai First: Globalization in a Chinese Setting - Fall Semester, 2019'. The page is managed by Margaret Walter. It features a sidebar with 'Student Test Two' information, including an application deadline of 15-Dec-2019, a start date of 31-Aug-2019, and an end date of 21-Dec-2019. The main content area includes an 'Instructions' section and a 'Forms & Modules' section. The 'Forms & Modules' section lists several items: University of Virginia Records and Admissions, Essay: Educational Aspirations, Passport Application, Personal Statement, and Previous International Experience. A red circle highlights the 'Verification Form' button, which is circled in red. A red text annotation points to the 'Forms & Modules' section, stating: "Forms & Modules" items can be done online. Keep scrolling for more requirements in the "Uploads, Documents, & Submissions" section below – some of these have to be submitted by mail, so please plan ahead!

All application materials must be received prior to the program deadline.

You will NOT be able to sign the documents in the “Uploads, Documents, & Submissions” section until your “Verification Form” has been received.

Students 18 years of age or older will be able to sign electronically once the Verification Form has been processed.

Students under 18 years of age will need to print the documents and sign them with a parent or guardian before mailing them to the ISO.

### Authorization Agreement

I certify that the information on my application for this international experience is true and accurate.

I understand that if any information is found to be false, my application to participate in this international experience will be terminated.

I hereby grant permission for the program directors, ISO Staff, and UVA administration to contact those listed as my emergency contact, and/or either of my parents, if such contact is determined to be appropriate under the circumstances. Such circumstances include, but are not limited to: illness or injury, disappearance, arrest or detention by law enforcement agencies, or dismissal from the program.

**Applicant Name:** Student Test Two

**Applicant Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

Since you are under 18 years of age, you must print and co-sign the above documents with your parent or guardian and send them to International Studies Office.

Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

[Print](#)

You may save your responses to forms in the “Forms & Modules” section at any time by clicking **Save** at the bottom of the questionnaire (this allows you to go back and made edits later). Once you have finalized your responses, click **Done**.

The screenshot shows a web form titled "Previous International Experience". On the left, there is a grey sidebar with a white box containing text: "accepted to the program, you will be required to submit your passport copy by June 1, so please begin the passport application process now: https://travel.state.gov/content/travel/en/passports.html". Below this is a progress indicator with a single dot. The main form area contains two questions:

1) Have you ever been abroad before? (REQUIRED)  
If you have indicated yes, please indicate where and for what duration.  
 Yes  No  
Provide an explanation \_\_\_\_\_

2) Have you traveled abroad independently (e.g. without family, teachers, chaperones, etc.)? (REQUIRED)  
If yes, please explain.  
 Yes  No

At the bottom right of the form, there are two dark blue buttons: "Save" and "Done". Two red arrows point from the left towards these buttons.

- To access your application at a later date, simply go to [educationabroad.virginia.edu](https://educationabroad.virginia.edu), log in, and click on the program application from your applicant homepage.
- As application items are received or completed online, they will be checked off accordingly, allowing you to track the progress of your application to completion.
- There is **no** final submit button for the whole application. Your application is complete when every application requirement is checked off.
- The images in this tutorial shows one programs’ application – your application may have different requirements.



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If you have any questions or concerns,  
contact UVA Education Abroad at

[studyabroad@virginia.edu](mailto:studyabroad@virginia.edu)

Thank you and we look forward to welcoming you on our programs.

Happy and safe travels,  
UVA Education Abroad