



## **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:

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

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

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**Apply Now**

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

**OK** **Cancel**

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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.

- 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:

Middle Name:

Last Name:

Email:


Date of Birth: 

- Month - ▾

- Day - ▾

- Year - ▾

Gender: ☐ Male ☐ Female

 Choose Institution: 

State/Territory ▾

 or 

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**.

**New User Form:**

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**

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 )  
BAPTIST THEOLOGICAL SEMINARY (RICHMOND )

**Create Account**

**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.

<div><b>GDPR Consent Form</b></div> <div><div>GDPR Consent Form</div><p><input type="checkbox"/> 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.</p><p>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.</p><div>Submit</div></div>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

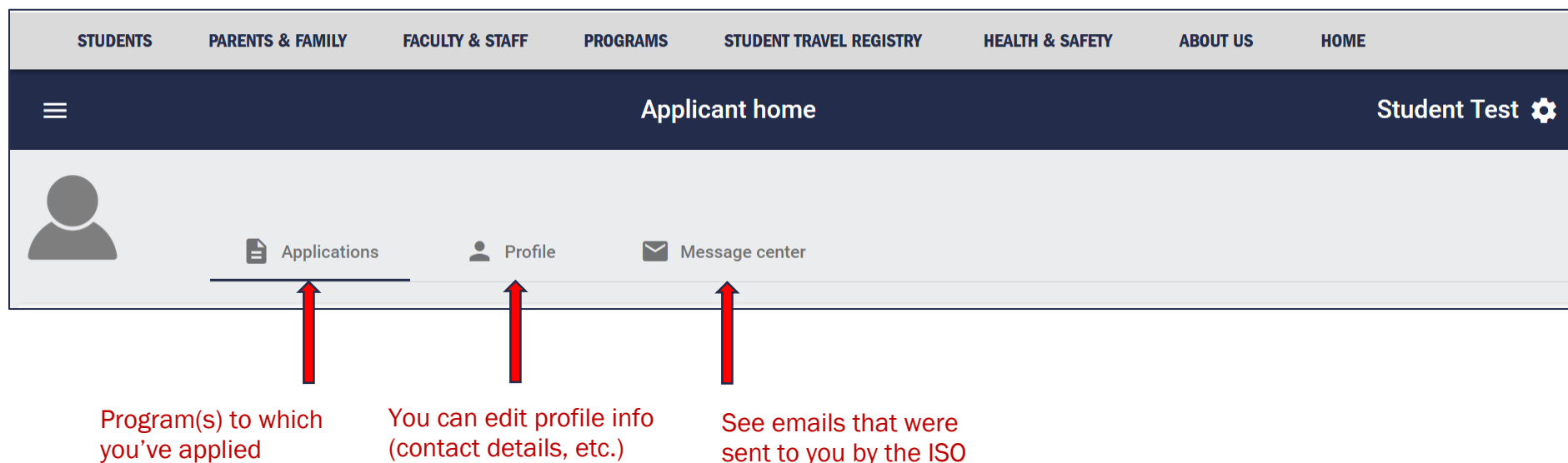
A temporary password will be sent to your email address. Return to the website and click on the **Non-UVA Login button**. Log in with your email address and temporary password. You will be asked to create a permanent password.

<b>EDUCATION ABROAD</b> <i>A Division of the International Studies Office</i>		<a href="#">UVA Login</a> <a href="#">Non-UVA Login</a>					
<a href="#">STUDENTS</a>	<a href="#">PARENTS &amp; FAMILY</a>	<a href="#">FACULTY &amp; STAFF</a>	<a href="#">PROGRAMS</a>	<a href="#">STUDENT TRAVEL REGISTRY</a>	<a href="#">HEALTH &amp; SAFETY</a>	<a href="#">ABOUT US</a>	<a href="#">HOME</a>
					<a href="#">NON-UVA LOGIN/REGISTER</a> <a href="#">LOG IN</a> <a href="#">REGISTER</a>		
<b>Security : Login (existing user)</b>							
First time users should begin by creating a profile or applying to a program. <span>×</span>							
<div>Please log in:</div> <div><div>Username: <input type="text"/></div><div>Password: <input type="password"/></div><div>Login</div><div>Forgot your password?</div></div> <div><div>Create a Profile</div><div>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:</div></div>							

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 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 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 Degree Cumulative GPA</b>	<input type="text"/>	
<b>i Virginia Residency</b>	Choose One: ▼	
<b>Country of Citizenship</b>	Choose One: ▼	
<b>i Visa Code</b>	Choose One: ▼	
<b>i Academic Year</b>	Choose One: ▼	
<b>i Email Address of Your Emergency Contact</b>	<input type="text"/>	

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



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



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 portal for the UVA Shanghai First: Globalization in a Chinese Setting - Fall Semester, 2019. The user is Margaret Walter. The page is divided into a sidebar and a main content area.

**Sidebar:**

- Student Test Two:** Includes a profile icon, application deadline (15-Dec-2019), start date (31-Aug-2019), end date (21-Dec-2019), and a "Program Brochure" button.
- Announcements:** A "Passport Copy" notice stating that if a student does not have a valid passport, their application can be considered complete without this requirement, but they will be required to submit a passport copy by June 1. A link to <https://travel.state.gov/content/travel/en/passports.html> is provided.

**Main Content Area:**

- Requirements:** 13 items listed.
- Instructions:** A modal window with a close button (X). It states: "For full consideration, students should ensure that all application requirements are completed and submitted before the application deadline. The deadline is rolling, so early application completion is encouraged." It also mentions that if a student does not yet have a passport, their application can be considered complete without this requirement, but they will be required to submit a passport copy by May 15. A link to <https://travel.state.gov/content/travel/en/passports.html> is provided.
- Forms & Modules:**
  - University of Virginia Records and Admissions
  - Essay: Educational Aspirations
  - Passport Application
  - Personal Statement
  - Previous International Experience
- Action Buttons:** Two buttons are visible: "Verification Form" (circled in red) and "Get Started!".

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

Your responses will be automatically saved regularly as you complete each form in the “Forms & Modules” section. Once you have finalized your responses, click **Done** to submit each form.



The screenshot shows a web form titled "Previous International Experience". It contains two questions, both marked as "REQUIRED".

Question 1: "1) Have you ever been abroad before? (REQUIRED)". Below the question is the instruction "If you have indicated yes, please indicate where and for what duration." There are two radio buttons: "Yes" (which is selected) and "No". Below this is a text input field labeled "Provide an explanation" with a small icon to its right.

Question 2: "2) Have you traveled abroad independently (e.g. without family, teachers, chaperones, etc.)? (REQUIRED)". Below the question is the instruction "If yes, please explain." There are two radio buttons: "Yes" and "No" (which is selected).

In the bottom right corner of the form, there is a dark blue button labeled "Done", which is circled in red.

- 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