



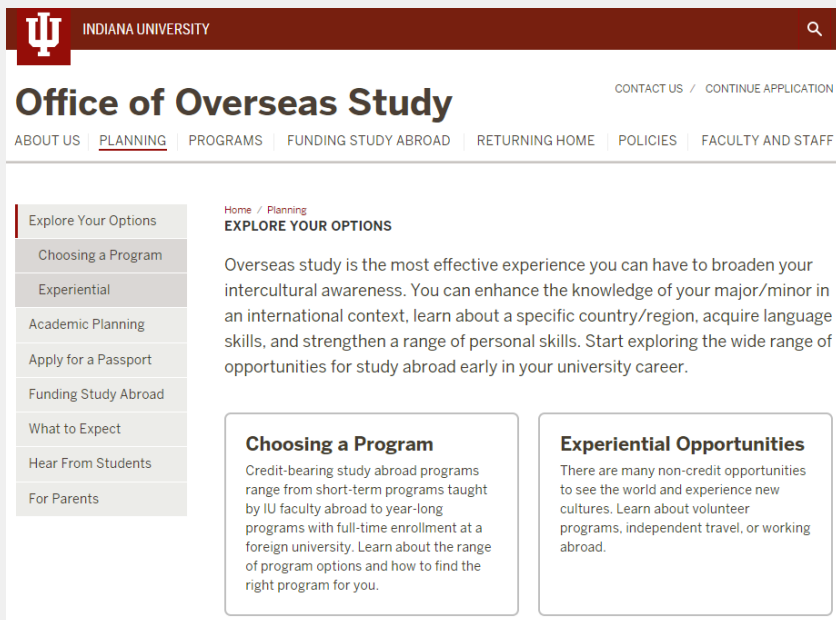
Office of Overseas Study



How to Submit
an Application
to Study Abroad

1. Choose a Program

To help you find a program that meets your interests as well as your academic and financial needs, take the time to explore our many resources:



The screenshot shows the website for the Office of Overseas Study at Indiana University. The header includes the IU logo and the text 'INDIANA UNIVERSITY'. Below the header, the page title is 'Office of Overseas Study' with navigation links for 'CONTACT US' and 'CONTINUE APPLICATION'. A secondary navigation bar includes 'ABOUT US', 'PLANNING' (which is underlined), 'PROGRAMS', 'FUNDING STUDY ABROAD', 'RETURNING HOME', 'POLICIES', and 'FACULTY AND STAFF'. The main content area is titled 'Home / Planning' and 'EXPLORE YOUR OPTIONS'. It features a sidebar with a list of options: 'Explore Your Options', 'Choosing a Program', 'Experiential', 'Academic Planning', 'Apply for a Passport', 'Funding Study Abroad', 'What to Expect', 'Hear From Students', and 'For Parents'. The main text describes overseas study as an effective experience to broaden intercultural awareness and lists various opportunities. Two callout boxes are present: 'Choosing a Program' and 'Experiential Opportunities'.

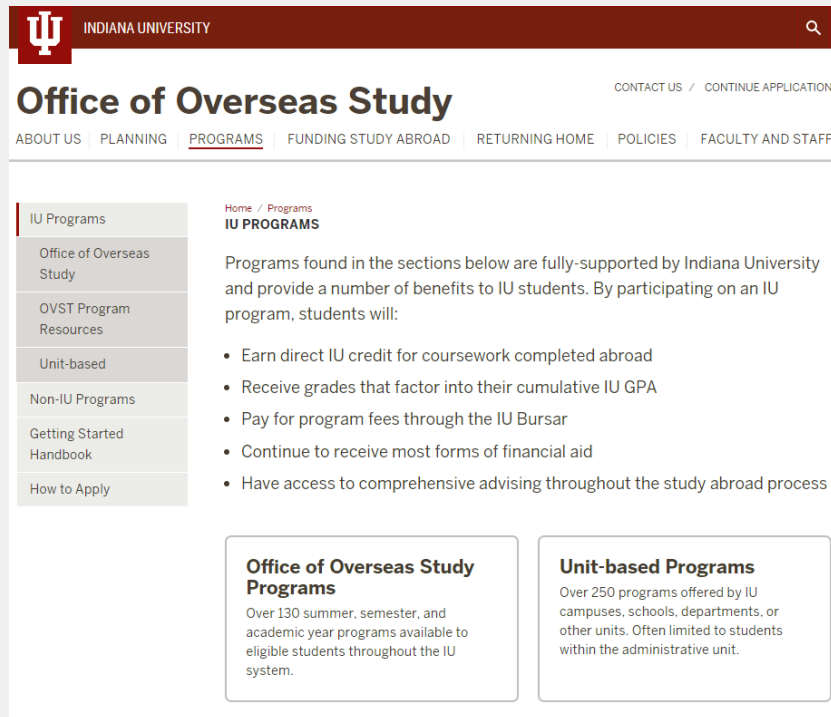
- Go to the “Planning” section on our website for guidance on finding the right program for you.
- Contact our office to discuss your options with an advisor.
 - overseas@iu.edu
 - 812-855-9304

NOTE: Students may not submit multiple applications for the same time period abroad.



2. Visit the Program Webpage

Overseas Study Website overseas.iu.edu



The screenshot shows the website for the Office of Overseas Study at Indiana University. The header includes the IU logo and the text "INDIANA UNIVERSITY". Below the header, the main title "Office of Overseas Study" is displayed, along with navigation links for "ABOUT US", "PLANNING", "PROGRAMS", "FUNDING STUDY ABROAD", "RETURNING HOME", "POLICIES", and "FACULTY AND STAFF". A sidebar on the left lists various program categories. The main content area features a heading "IU PROGRAMS" and a list of benefits for students participating in an IU program. Two callout boxes provide additional details about "Office of Overseas Study Programs" and "Unit-based Programs".

Office of Overseas Study Programs
Over 130 summer, semester, and academic year programs available to eligible students throughout the IU system.

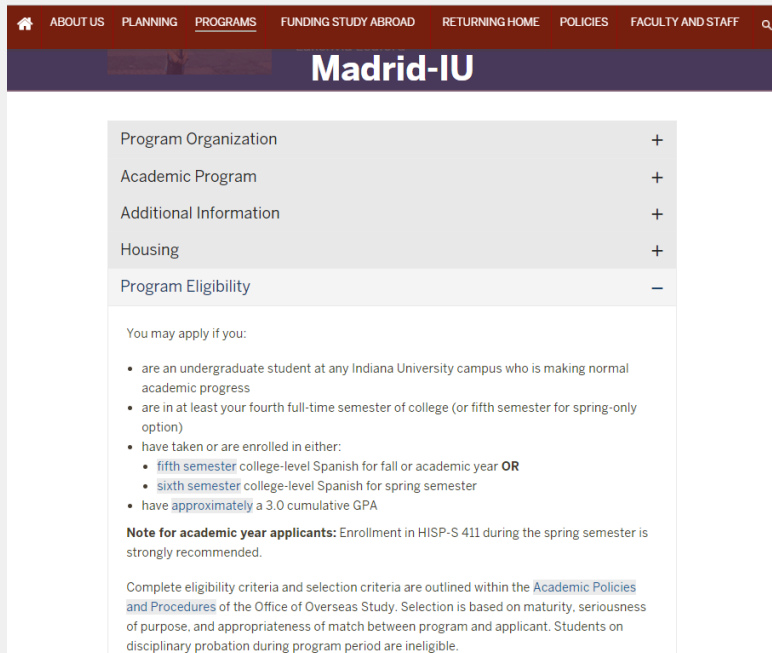
Unit-based Programs
Over 250 programs offered by IU campuses, schools, departments, or other units. Often limited to students within the administrative unit.

Navigate to the web page for the program you have selected.



3. Check Eligibility

Expand the Program Eligibility section and verify that you meet all the program's requirements



The screenshot shows the Madrid-IU website with a navigation menu at the top: ABOUT US, PLANNING, PROGRAMS, FUNDING STUDY ABROAD, RETURNING HOME, POLICIES, FACULTY AND STAFF. The main header is "Madrid-IU". Below it, a list of menu items is shown with expand/collapse icons: Program Organization (+), Academic Program (+), Additional Information (+), Housing (+), and Program Eligibility (-). The Program Eligibility section is expanded, showing the following text:

You may apply if you:

- are an undergraduate student at any Indiana University campus who is making normal academic progress
- are in at least your fourth full-time semester of college (or fifth semester for spring-only option)
- have taken or are enrolled in either:
 - [fifth semester](#) college-level Spanish for fall or academic year **OR**
 - [sixth semester](#) college-level Spanish for spring semester
- have [approximately](#) a 3.0 cumulative GPA

Note for academic year applicants: Enrollment in HISP-S 411 during the spring semester is strongly recommended.

Complete eligibility criteria and selection criteria are outlined within the [Academic Policies and Procedures](#) of the Office of Overseas Study. Selection is based on maturity, seriousness of purpose, and appropriateness of match between program and applicant. Students on disciplinary probation during program period are ineligible.

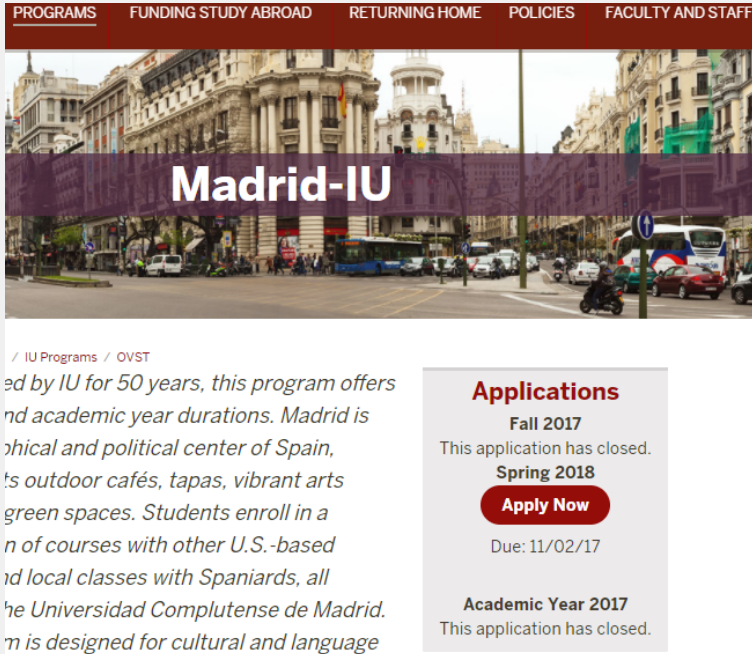
- GPA
- Semesters of college
- Language Requirements
- Course Prerequisites
- Campus or Major restrictions

NOTE: If you have concerns about your eligibility, please contact our office and consult a study abroad advisor.



4. Start Your Application

Select the “Apply Now” button.



PROGRAMS FUNDING STUDY ABROAD RETURNING HOME POLICIES FACULTY AND STAFF

Madrid-IU

/ IU Programs / OVST

ed by IU for 50 years, this program offers
nd academic year durations. Madrid is
hical and political center of Spain,
ts outdoor cafés, tapas, vibrant arts
green spaces. Students enroll in a
n of courses with other U.S.-based
nd local classes with Spaniards, all
he Universidad Complutense de Madrid.
m is designed for cultural and language

Applications
Fall 2017
This application has closed.
Spring 2018
Apply Now
Due: 11/02/17
Academic Year 2017
This application has closed.

You cannot start an application until the open date.

Applications must be completed by the close date.



5. Complete Your Checklist

The screenshot shows a web application interface for the 'Sao Paulo-CIEE-Business and Culture KSB Semester Program'. At the top, there are navigation tabs: Search, Program Information, Costs and Financial Aid, Inquire, and Apply. The page title is 'Sao Paulo-CIEE-Business and Culture KSB Semester Program Application Form' and it is from the 'Office of Overseas Study, Bloomington'. A 'Secure Online Session' icon is present. The main content is divided into two columns. The left column, titled 'Application Group', contains a list of application steps with checkboxes: 'Agree to Allow Access to IU Records', 'Agree to Terms: Agreement and Release Form', 'Confirm E-Mail Use', 'Provide Emergency Contact Information', 'Upload Personal Statement', 'Request Recommendation Using Online Form', 'Upload Resume (PDF)', 'Complete CIEE Online Application', 'Apply for a Kelley School of Business Overseas Study Scholarship', 'Apply for a Hutton Honors College IEP Grant', and 'Submit Online Application'. A red arrow points to the 'Provide Emergency Contact Information' item. The right column, titled 'Application Status', shows 'Student: Thomas TEST DeCarlo', 'Sao Paulo-CIEE-Business and Culture KSB Semester Program (Spring 2015)', and 'Status: In Process'. Below this, it lists 'Available Form Groups' with one item: 'Application'. At the bottom of the right column is a 'Legend' section with a red circle around the title, defining various icons: a square for 'Incomplete', a circle for 'Optional', a checked square for 'Complete', a square with a plus sign for 'Submit Another', a square with a minus sign for 'Not Yet Available', a square with a checkmark for 'Pending Review', a square with a plus sign and a checkmark for 'Draft', a square with an 'i' for 'Follow-Up Required', a square with an arrow for 'Awaiting Answer', and a square with an 'X' for 'Denied'.

- Click to open each item on your checklist.
- Detailed instructions are included within each form.
- Use the icons to track your progress.
- Optional forms include resource information.

NOTE: Each program has different required applications materials.



5a. Standard Forms

Applications generally require:

- Authorization to access your student records
- A personal statement
- One or two academic recommendations (from professors or associate instructors who have taught you in class)
- An agreement and release form that is electronically signed by you and a parent/guardian (if you are a dependent)
- Emergency contact information



5b. Additional Forms

Your program's application may require:

- An official IU transcript
- Official or unofficial transcripts from any other institution where you have earned college credit
- Resume or Curriculum Vitae
- Professional Reference
- A scan of your passport
- Passport-style photos
- An additional application for a co-sponsoring organization like CIEE, IES, or a local university you will attend as part of the program.



6. *Submitting the Application*

- Once all required forms are complete you can click “Submit Online Application.”
- Items that must be verified by staff will appear as “pending review.” These items will be checked within a few days.
- Our staff will contact you if there are any problems with your application.



7. Decisions

Note that programs have no limit for enrollment unless otherwise noted. Qualified applicants can expect to be accepted.

Decisions are made within 4-6 weeks of the application deadline. You will be notified by email.

In the event that you are not selected to participate in a program, our staff can advise you on suitable alternatives.




8. *Confirm Intent to Participate*

After the screening committee has recommended you for participation in a program, you will have at least one week to confirm your intention to participate in the program and to pay the \$500, non-refundable prepayment.

Pre-payments are made directly to Overseas Study through an IU payment portal. A parent or guardian can make the pre-payment on your behalf.



9. Pre-departure Requirements



Lima Semester or AY Program
Application Form

Office of Overseas Study
Bloomington

Secure Online Session

Pre-Departure Group

Further to your acceptance into the study abroad program named above, you must complete each of the steps outlined below. Some pre-departure components must be submitted before the application deadline; others can be submitted at a later date. (See legend on the right for indicators.)

- [Confirm Intent to Participate](#)
- [Make Program Prepayment](#)
- [Review Getting Started Handbook](#)
- [Review General Health and Safety Resource Information](#)
- [Submit Medical History Form](#)
- [Submit PUCP Application Form](#)
- [Provide Arrival Information](#)

Application Status

Notes Other Applications

Student: Thomas TEST DeCarlo
Lima Semester or AY Program (Spring 2015)
Status: Confirmed Accepted

Available Form Groups:

- [Acceptance and Pre-Departure](#)

Legend

<input type="checkbox"/> = Incomplete	<input checked="" type="checkbox"/> = Submit Another
<input type="checkbox"/> = Follow-Up Required	<input type="radio"/> = Optional
<input type="checkbox"/> = Not Yet Available	<input type="checkbox"/> = Awaiting Answer
<input checked="" type="checkbox"/> = Complete	<input type="checkbox"/> = Pending Review
<input checked="" type="checkbox"/> = Denied	<input type="checkbox"/> = Draft

After you have confirmed your participation and made your pre-payment, programs may require a few final forms before you depart.



10. Final Steps!

Students must attend a mandatory orientation meeting for their program. Students on co-sponsored programs also complete an online orientation.

Semester and academic-year program participants must schedule meetings with their major advisor and a study abroad advisor.

IUB students must register in a special OVST placeholder course to remain enrolled at IU while they are abroad. Regional campus students will be administratively registered.



CONTACT US

E-mail: overseas@iu.edu

Phone: 812-855-9304



Twitter: @iuoverseas

Facebook: IU Overseas Study

Instagram: #iustudyabroad

