

# 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](mailto: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, you will see a list of items that must be completed before you can submit your application. Yes, there are quite a few, but many can be completed very quickly. Make sure to READ what you are signing! NOTE: The \$65 application fee is NOT something you can check off yourself. You may pay this fee by calling or making payment at the Warrior Hub. Instructions are included in your application. 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.

### Deadline for PRE-DECISION MATERIALS:

Summer study abroad – February 1

Fall and Academic Year study abroad – March 1

Spring and Winter break study abroad – October 1

**Step 6:** Once you receive notice that you have been “WSU Accepted” you may begin completing the additional Post-Decision materials 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.

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 may begin an application on their website, adhering to their deadlines of submission.

**Step 9:** If you have chosen a direct enroll or exchange partner program, the Study Abroad office will nominate you to the partner institution. Watch your student email account for instructions on how to apply through the partner institution.

**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 a student visa is required. Typically if you are in your host country 90 days or more you will need to apply for a student visa. Many of the programs will provide visa instructions, but remember **YOU** are responsible for securing your own visa. The time it takes to secure the visa varies greatly country to country so do not wait to apply for your visa. Research the materials you need to submit and begin collecting them as soon as you have been accepted by the partner or provider.

**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!

**Step 16:** PAYMENT OF STUDY ABROAD: study abroad tuition and program fees will be billed to the student's WSU account and follow the same deadlines as if you were on campus. Except in the case of a few programs, students are responsible for paying housing directly to the partner or provider. Meals, airfare, and other miscellaneous expenses are paid out-of-pocket by the student. 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.

Other important items to remember or consider: PLEASE READ CAREFULLY!

- Check your WSU email account on a regular basis both prior to and during your time abroad 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, and in your Cumulative 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 the Director of 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.
- 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!