

A STUDENT'S GUIDE TO WVU ABROAD

How to find and apply for a study abroad program through WVU Abroad

Part 1 - Finding a Program

When considering study abroad, it is important to know your options and how those options best fit your academic and scheduling needs. The Office of International Programs offers a number of informational sessions to assist in orienting you to the various types of programs and how they fit your needs. In addition to these sessions, the WVU Abroad web portal (<http://studyabroad.wvu.edu>) offers assistance in finding the right program for you, as well assisting with the application process.

WVU ABROAD

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Students
Parents
WVU Offices
Advice for Travelers

ANNOUNCEMENTS

Phi Kappa Phi Scholarship
Fifty (50) grants of \$1,000 each will be awarded to deserving undergraduate students nationwide. The Phi Kappa Phi Study Abroad Grants are designed to help support undergraduates as
[View All](#)

Welcome to **WVU Abroad!**

New Mountaineer Institutes for Summer 2015 now available!
[Click here for available destinations.](#)

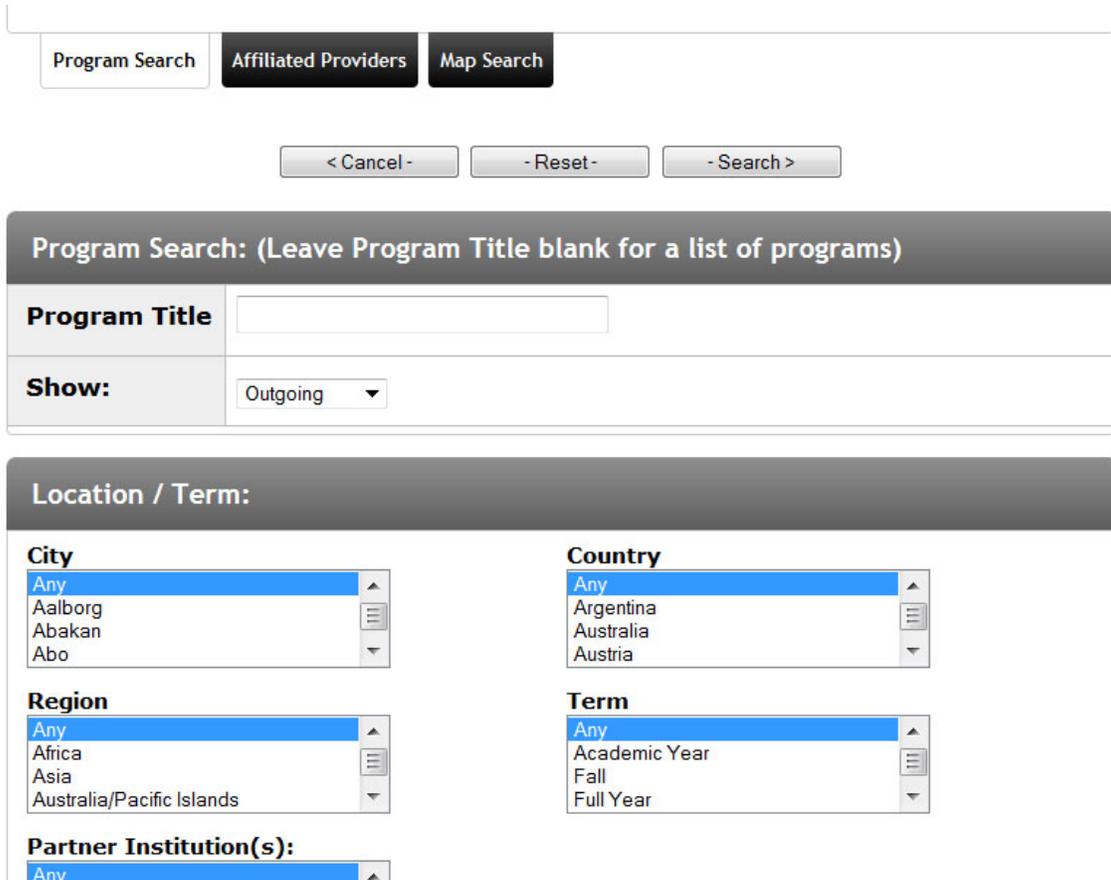
For information on available programs, please click the **Programs** link in the menu bar above.

[f](#) [t](#)

When you first view the WVU Abroad site, you will notice three important links:

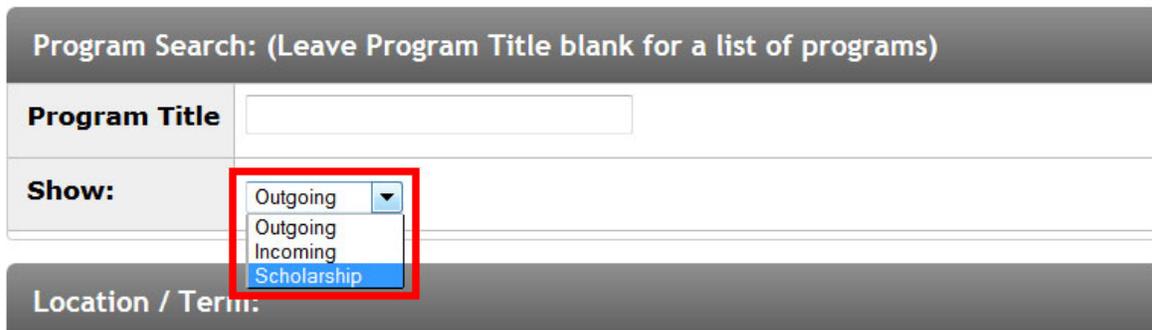
- (1) **Programs** - The Programs link takes you to the search screen, which we will cover in detail next.
- (2) **Staff** – This link details the contact information of the Office of International Programs staff, and help direct you to the right person to answer your questions.
- (3) **Login/Register** – This link gives you access to your account and profile, where you can get announcements, track programs you have saved, and view any applications you have in the system.

When you click on the Programs link, you will be taken to the Program Search screen:



The screenshot shows the Program Search interface. At the top, there are three navigation tabs: "Program Search" (highlighted), "Affiliated Providers", and "Map Search". Below these are three buttons: "< Cancel -", "- Reset -", and "- Search >". The main search area is titled "Program Search: (Leave Program Title blank for a list of programs)". It contains a "Program Title" text input field and a "Show:" dropdown menu currently set to "Outgoing". Below this is a "Location / Term:" section with four dropdown menus: "City" (listing Any, Aalborg, Abakan, Abo), "Country" (listing Any, Argentina, Australia, Austria), "Region" (listing Any, Africa, Asia, Australia/Pacific Islands), and "Term" (listing Any, Academic Year, Fall, Full Year). At the bottom of this section is a "Partner Institution(s):" dropdown menu set to "Any".

If you know the name (or part of the name) of a program in which you are interested, you can enter it in the Program Title section and then click search. If you are just trying to find a list of programs, leave the Program Title field blank and use the parameter fields instead.



This is a close-up of the "Show:" dropdown menu from the previous screenshot. The menu is open, showing three options: "Outgoing", "Incoming", and "Scholarship". The "Scholarship" option is currently selected and highlighted in blue. A red rectangular box is drawn around the entire dropdown menu area.

Note: you can search on both Outgoing Programs (study abroad) and Scholarship Programs (funding opportunities for study abroad). Incoming programs are for international students wanting to study at WVU.

Using the program parameter options to search can really help give you an idea of what programs are available that meet your needs.

Location / Term:

City
 Any
 Aalborg
 Abakan
 Abo

Country
 South Korea
 Spain
 Sweden
 Switzerland

Region
 Any
 Africa
 Asia
 Australia/Pacific Islands

Term
 Full Year
 Spring
 Summer
 Winter

Partner Institution(s):

As an example, let's search on programs specifically in Spain that run during the spring semester.

WVU Programs

Program Name ↑	City	Country	Region	Save/Share
Spain: University of Murcia (Exchange)	Murcia	Spain	Europe	 
Spain: Spring Break in Madrid	Madrid	Spain	Europe	 
Spain: Technical University of Madrid (Exchange)	Madrid	Spain	Europe	 

Other WVU Approved Programs (click to expand)

▶ **ISEP** (11 items)

After searching on those parameters, you will be presented with a results screen that is divided into two areas. As you can see above, the first area is always for WVU created programs. These programs are a mix of Exchange programs, Faculty-Led Programs, and specialized programs like Internships and Summer Institutes. Generally it is recommended that WVU students select WVU created programs for their study abroad experience, as normally they tend to better fit the needs of our students.

The second area on the results screen is for Non-WVU Affiliated programs.

Spain: Technical University of Madrid (Exchange)	Madrid	Spain	Europe	 
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Other WVU Approved Programs (click to expand)				
▼ ISEP (11 items)				
Program Name ↑	City	Country	Region	Save/Share
ISEP Direct - Universidad de Murcia	Murcia	Spain	Europe	 
ISEP Direct - Universidad Pública de Navarra	Pamplona	Spain	Europe	 
ISEP Exchange - Universidad Alfonso X el Sabio	Madrid	Spain	Europe	 
ISEP Exchange - Universidad de Almería	Almeria	Spain	Europe	 
ISEP Exchange - Universidad de Málaga	Malaga	Spain	Europe	 
ISEP Exchange - Universidad de Murcia	Murcia	Spain	Europe	 

Clicking on the arrow next to one of the sponsor headings will expand that area and show that sponsors programs that also meet your search criteria. In the picture above, we are looking at ISEP (International Student Exchange Program) programs in Spain for the spring semester. ISEP programs generally fall into one of two categories, Direct Enroll and Exchange. For more information on ISEP, please contact a study abroad advisor in the Office of International Programs.

If you click on a specific program, you will be taken to that program's brochure page, which contains specific information on that program.

Spain: University of Murcia

Murcia, Spain (Exchange Program) (Outgoing Program)

Program Terms:	Fall, Full Year, Spring	<input type="button" value="Apply Now"/>	<input type="button" value="Print"/>
Program Dates & Deadlines:	Click here to view	<input type="button" value="Save This"/>	
Courses Offered:	Click here to view	<input type="button" value="Share This"/>	

Fact Sheet:

<u>Required Language:</u> Spanish	<u>Program Type:</u> WVU Exchange
<u>Credits Earned:</u> Variable	

Program Description:

Spain: University of Murcia

Where can I go?



The top of the brochure page contains two important areas. First is the information block, followed by the Fact Sheet.

Two important things to note in the information block are the Program Cost section and the Courses Offered section. Usually, exchange programs do not have a Program Cost section, as they are based on your normal cost of attendance, not a specific fee. Faculty-Led and special programs, however, will have an associated fee that falls outside normal cost of attendance amounts, which will be displayed in the Program Cost section, along with which items that fee covers.

Always be sure to read over the Program Cost section and make sure that you are comfortable with the associated fee before you start working on your application. Once you commit to a program, you will be committed to the associated fees. All program applications will contain a Withdraw Procedure document that you should read first before completing any other item. This document describes how the fee will be assessed, and what, if any portion, would be refundable if you choose to withdraw from a program once you have committed yourself.

The second important area in the information block is the Courses Offered section.

You searched for courses(active) applicable to the program, **Spain: University of Murcia.**

Code	Title	Hours	Major	Subject	Approved By
▶ 000	America: Culture and Identity	6.00	World Languages, Literature, and Linguistics	Spanish	Pable Garcia Loaeza
▶ 000	Critical Literature	6.00	World Languages, Literature, and Linguistics	Spanish	Pable Garcia Loaeza
▶ 000	Literature HispanoAmerica I	6.00	World Languages, Literature, and Linguistics	Spanish	Pable Garcia Loaeza
▶ 000	Spanish Literature of the Middle Ages	6.00	World Languages, Literature, and Linguistics	Spanish	Tania de Miguel Magro
▶ 000	Spanish Literature:Drama	6.00	World Languages, Literature, and Linguistics	Spanish	Tania de Miguel Magro
▶ 000	Spanish Theater Literature	6.00	World Languages, Literature, and Linguistics	Spanish	Pable Garcia Loaeza

While not all programs will have this section, those that do will be very helpful when planning where to go abroad. In the example above, you can see the courses that were recently taken at this school by other WVU study abroad participants.

Code	Title	Hours	Major	Subject	Approved By
▼ 000	America: Culture and Identity	6.00	World Languages, Literature, and Linguistics	Spanish	Pable Garcia Loaeza
<p>Keywords:</p> <p>Restrictions:</p> <p>Attached Docs:</p> <p>Equivalencies: SPAN 330 - Latin American Culture</p>					
▶	Critical Literature	6.00	World Languages,	Spanish	Pable Garcia Loaeza

Click the arrow to the left of a Foreign Course will show what the previous WVU student received credit for at WVU as an equivalent. In this case, the participant took **America: Culture and Identity** at the school in Spain, and on their WVU transcript they received credit for **SPAN 330 – Latin American Culture**. This section also lists the WVU faculty that approved the equivalency.

Equivalencies usually remain for 3 academic years, but must be approved each semester.

After the information block and Fact Sheet areas, you will see the body of the brochure which contains most of the important information about a program. As you can see, the brochure for the University of Murcia in Spain includes lots of information on the area, what classes are available, how do you get more information about them, as well as what you can expect to pay to take part in the program. Depending on the type of program the information in the body of the brochure may be very different, but should always give you a good idea of what to expect if you take part in the program. You can always contact an advisor in the Office of International Programs for additional information on a program.

Near the bottom of the brochure, you will see the Dates and Deadlines section.

Dates / Deadlines:				
Term	Year	App Deadline	Start Date	End Date
Fall	2015	03/15/2015 **	TBA	TBA
Full Year	2015-2016	04/03/2015	TBA	TBA

** 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.

This section will indicate at what times of the year you could do this program, and when you would need to apply by in order to be considered for that term.

If the program is currently accepting applications for any term, you will notice the “**Apply Now**” button showing in both the information block at the top and again just below the Dates and Deadlines area.

To create an application for a program, simply click on the “**Apply Now**” button. If you are considering a number of programs, you can always click on “**Save This**” and create a list of programs to review later.

Program Description:

Spain: University of Murcia

Where can I go?

University of Murcia is located in the town of Murcia in southeastern Spain. The university has approximately 30,000 students and the language of instruction is Spanish with some English.



What classes are available?

Students have a variety of options at Murcia based upon language level and student interest. There are classes in the Arts, Biology, Economics and Business, Fine Arts, Chemistry, Communication and Documentation Sciences, Computer Science, Human Nutrition and Dietetics, Industrial Relations, Law, Mathematics, Nursing, Pharmacy & Social Work, Philosophy, Psychology, Veterinary Medicine, as well as Spanish Language & Culture.

How much will it cost?

Financial aid and scholarships will apply! Students will pay tuition and fees to WVU, while housing and food will be paid in Spain. Other expenses include a \$100 administrative fee, international health insurance (currently priced through CMI Insurance at approximately \$50 per month), a passport and the Spanish student visa. Students will also be responsible for their own airfare, books and incidental expenses. For more information on the general cost of living at Murcia, please see: <http://www.um.es/>

How to search for classes?

The course listings on the University of Murcia website are not listed in a regular manner. For students taking regular university courses, see: <http://www.um.es/web/vic-estudios/perfil/international/bachelors>. This link will bring you to the list of degrees within the university. Click one, and on the bottom of the page, click on Guías Docentes. This will give you the list of courses. Click on the course title to see a list of courses for the major. If you need more information or wish to view the syllabus, go to section 5 Contenidos.

Language of Instruction: Spanish

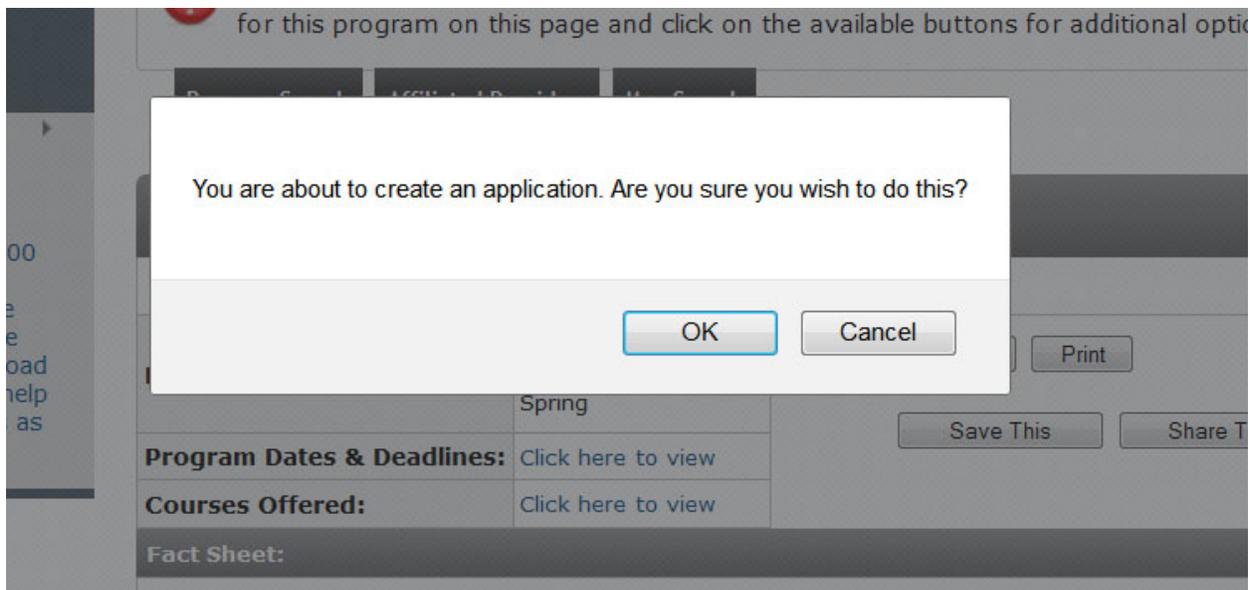
Dates / Deadlines:

Term	Year	App Deadline	Start Date	End Date
Fall	2015	03/15/2015 **	TBA	TBA
Full Year	2015-2016	04/03/2015	TBA	TBA

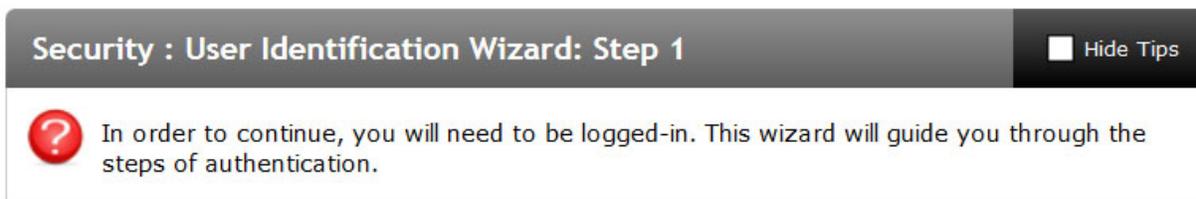
** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Part 2 – Applying to a Program

When you click the “**Apply Now**” button on a program’s brochure page, you should get a prompt on your screen like this:



If you click “**OK**” the system will prompt you to login to complete the creation of the application.



Please indicate how you will be logging in:

- I have a MyID 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

All WVU students should have a MyID username and password and therefore select the first option. If you are not a WVU student, choose the third option and the system will walk you through creating an account.

Please log in:	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="New User Registration"/>
Forgot your password?	New Users: For WVU users, please log in to the left with your MyID username and password. All other users, please click the button above to register a new account in the system.
WVU Applicants, use MyID Secure Login. (More info: myid.wvu.edu)	

Once you select the MyID option, or once you have created an account, you will be taken to the Login screen. Use the appropriate username and password and click "**Login**" to continue.

NOTE: For WVU students using their MyID username and password, to reset or recover your password, you will need to go to <http://myid.wvu.edu> and follow the instructions on that site.

Every application requires basic applicant information that is normally pulled from WVU's student information system, but in some cases may need to be updated. For non-WVU participants, the information must be fully completed the first time you apply to a program.

Applicant Parameters:

✔ All required applicant parameters have been provided.

Required Addresses:

Emergency Contact Information

Address:	<input type="text"/> <input type="text"/> <input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Province:	<input type="text"/>
Zip Code (or Postal Code):	<input type="text"/>
Country:	Select One: <input type="text"/>
Mobile:	<input type="text"/>
Addressee Name:	<input type="text"/>
Addressee Relationship:	<input type="text"/>

Complete the requested information and then click “**Save**” to continue onto the application itself.

The application is divided into sections, based on the type of information that is needed:

Program Application Page (Pre-Decision) Hide Tips

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete.

Test Student

Program: Spain: University of Murcia

Term/Year: Fall, 2015 1

Deadline: 03/15/2015

Dates: TBA

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
West Virginia University Course/Credit Transfer Policies	<input type="checkbox"/> 3

Announcements

Boren Awards for International Study applications are now Available 2

Boren Scholarships, an initiative of the National Security Education Program, provide unique funding opportunities for U.S. undergraduate students to study less commonly taught languages in world regions critical to U.S. interests, and

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click **Submit** in order for the questionnaire to be logged as complete. Once you click **Submit** on an individual questionnaire, that form is considered completed and cannot be changed.

Title	Completed
Exchange Location Preferences	<input type="checkbox"/>
Personal Statement	<input type="checkbox"/>
Statement of Program Commitment	<input type="checkbox"/> 4
WVU Study Abroad Program Contract	<input type="checkbox"/>

1 – Applicant Info – This displays your name, the programs name, and term, followed by the deadlines and dates for the program.

2 – Announcements – This area contains current announcements like upcoming events and possible scholarship and grant information.

3 – Learning Content – Items in this area are informational and should be read before completing any other parts of the application.

4 – Application Questionnaires – This area contains the primary parts of the application that need to be completed. Be sure to read each carefully before submitting it, as you cannot retract an item once it is submitted.

NOTE: Pay special attention to the “Statement of Program Commitment” questionnaire. Completing this item will financially commit you to the program.

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Completed
Course Request List	<input type="checkbox"/>
Disciplinary Clearance Form	<input type="checkbox"/>
Language Proficiency Report	<input type="checkbox"/>
Official Transcript Copy	<input type="checkbox"/>

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Recommendations	
Requests	Received
Faculty Reference (2 required) Reference form sent out to a specified faculty e-mail, to be completed as part of the study abroad application process. View / Print Recommendation Form - Request Electronic Recommendation	
<i>1 or more required recommendations has not yet been requested.</i>	<input type="checkbox"/>
<i>1 or more required recommendations has not yet been requested.</i>	<input type="checkbox"/>

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5 – Material Submissions – This area contains items that you must print out and complete, then return to the appropriate office. Normally, all documents in this section must be submitted to the Office of International Programs. Each item in the section will contain instructions on how to complete the document and who to take it to. These documents usually require another office’s signature.

6 – Recommendations – Most programs will require one or two letters of recommendation. These should be completed by WVU faculty members (or faculty of your home institution if not a WVU student). The preferred method is to click on “Request Electronic Recommendation” and enter in the name of the faculty, however, you may print the form (“View / Print Recommendation Form”) and hand deliver it to a faculty member. Printed forms must be returned to the Office of International programs with original signatures.

course equivalencies by filling in the WVU equivalent next to each study abroad course. As a Departmental Advisor, you can approve any of the courses that are within your department. Then sign beside the appropriate WVU course equivalency on the transient form.
 3. Department and Academic Advisors: Please attach any special requirements to the transient form if necessary. If you have questions, please contact the Office of International Programs (oip@mail.wvu.edu) or 304-293-6955.



When you click on a Learning Content item, you will be presented with information that you should carefully read. At the bottom of the page you will see two options, “**Print**” and “**Mark as Read**”. Print allows you to print a copy of the information. Clicking on Mark as Read will store a permanent copy of the document you read in your application and mark it as completed.

Personal Statement:

(*) Indicates the question is required.

1. Personal Statement (*)

Please submit a clear, thoughtfully prepared short essay (about 250-500 words).

Introduce yourself and present your goals for studying abroad. What aspects of your background (i.e. coursework, job experience, travel, intercultural experience) have prepared you to live abroad? Focus on a situation in which you have encountered a great deal of ambiguity or have felt like a foreigner. Explain how you handled the situation, what you learned, and how it will help you while you are abroad.

Font - Size - Format -  

Toolbar Area

B I U                                       

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Questionnaire items come in a number of varieties, but usually consist of entering answers into a text box or field. Sometimes you will be presented with an essay response field like the one pictured above. For essay fields, you may directly type your response or you may upload a Word, Excel or PDF document by clicking on the folder icon (highlighted above) in the toolbar area.

All questionnaires will offer three options at the bottom: “**Cancel**”, “**Save for Later**”, and “**Submit**”. Cancel will disregard any responses you may have entered and take you back to the application screen. Save for Later will keep all of your responses and take you back to the application screen so you can continue later. Submit will save all your responses and mark your application as complete. **Once you submit an application item, you cannot go back and re-edit it.**

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title

[West Virginia University Course/Credit Transfer Policies](#)

Completed

Regardless of the type of application item you are working on, once you have marked or submitted it, you will see the “**Completed**” box to the right of the item checked off. Once an item is completed, it cannot be changed or deleted. If you need something changed at a later date, you will need to contact the Office of International Programs for assistance. For this reason, it is important to completely read all information on a screen before you submit it.

When clicking on a Material Submission, you will usually see a screen similar to this one:

Language Proficiency Report Student, Test (Spain: University of Murcia, Fall, 2015)	<input type="button" value="Print"/> <input type="button" value="Close"/>
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The program that you are applying for requires a Language Proficiency Report to be completed as part of your application. Please complete this report with the assistance of a Language Instructor. Your Exchange Coordinator can office assistance in locating an appropriate Language Instructor at WVU. Please click on the following link to download the required document, complete it, then return it to the Exchange Coordinator at International Programs, located in Stansbury Hall.

Document: Language Proficiency Report (Exchange)

The screen will describe the document and how to complete it. Normally it will also include where to submit the completed form. Lastly, if the document is provided by the Office of International Programs, there will be a link (indicated above) to a PDF file you can save or print.

Page: 1 of 2 Automatic Zoom

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West Virginia University Language Proficiency Report
WVU Exchange Program

Applicants requesting host institutions requiring foreign language skills must complete this form

To be Completed by the Applicant

Name: _____ E-mail: _____

Host Language: _____

Language Proficiency Report requested from: _____
(Referee must be a university-level instructor who is not a graduate teaching assistant)

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended) students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to

Most of these documents require you to get information and/or signatures from another office, then to submit the form to the Office of International Programs.

The last part of the application are the Recommendations. Many programs require only one recommendation, though some do require two or more. While you may print out a paper form and hand carry it to a faculty member, it is recommended that you use the electronic request form. When clicking on the form, you will be prompted to search for a faculty member by name.

User Search	
Option 1: Directory Lookup	To request a recommendation from an individual at your institution, enter the first/last name or email address of the person in this field and click on the 'Search' button.
Keywords:	<input type="text"/> <input type="button" value="Search >"/>

It is recommended to just search on their last name, and then select them from the list that is provided.

Oliver	Deborah	deborah.oliver@mail.wvu.edu	<input type="radio"/>
Oliver	Dorothy	Sue.Oliver@mail.wvu.edu	<input type="radio"/>
Oliver	Henry	holiver@mail.wvu.edu	<input checked="" type="radio"/>
Oliver	Matthew	(email not found)	<input type="radio"/>
Olivera Alvarez	Maria	(email not found)	<input type="radio"/>

If a faculty member is not found, you will be prompted to enter their First and Last names, as well as their email address. WVU email addresses should be used, as we cannot take a recommendation from a personal account like @hotmail.com or @gmail.com.

Once the faculty member is selected, you will have the chance to enter information like the course(s) you took with that faculty member and any additional information you would like to add.

Course Information

If applicable, list previous course(s) taken with this professor and corresponding term(s), or any relevant information about your association with this reference:

1000 characters left

Additional Information

Applicant Notes:

4000 characters left

I waive any right I may have to read or obtain copies of the recommendation which I am requesting Yes No

Not that before you save the request, you will be prompted with a waiver request. Some faculty will not agree to write a recommendation unless you waive the right to read it. You should discuss this with the faculty member before submitting the request. If you do not waive your right to read the recommendation and it is submitted by the faculty member, you will be able to read it by going back into your application and clicking on the completed recommendation form.

For additional information or questions, please contact the Office of International Programs.

Office of International Programs

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