

# Making the Most of Studio Abroad



## Faculty Led Programs

 STUDY ABROAD  
UNT International

**UNT**<sup>®</sup>

## Contents

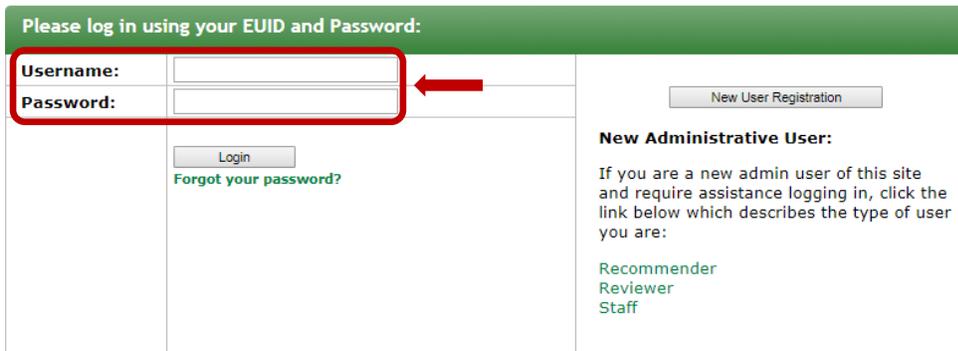
How to Log-in to Studio Abroad .....	2
Applicant Home Page .....	2
Admin Home Page .....	3
How to Create a Query for your Program .....	4
How to Create a Query Watch .....	7
Creating Reports in Studio Abroad .....	9
How to View Completed Student Applications .....	11
How Students Start an Application.....	12
Questions.....	13

## HOW TO LOG-IN TO STUDIO ABROAD

1. Go to [studyabroad.unt.edu](http://studyabroad.unt.edu).
2. Click MyStudyAbroad Login.

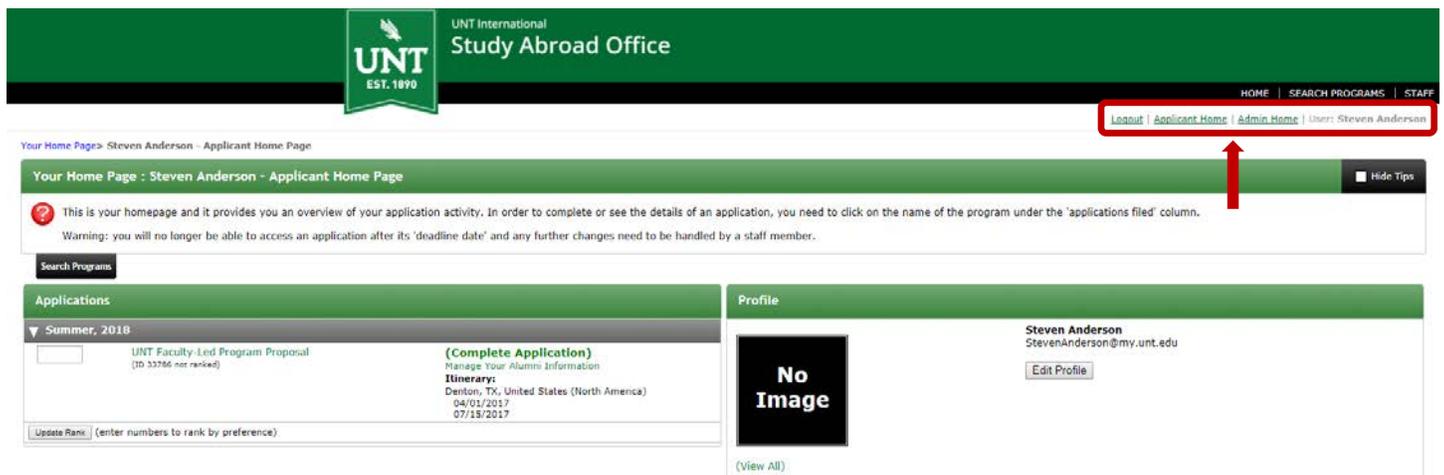


3. Enter your EUID/password combination. This is same combination that is used to login to MyUNT or Blackboard. Click Login. You will be directed to either your Applicant or Admin Home Page.



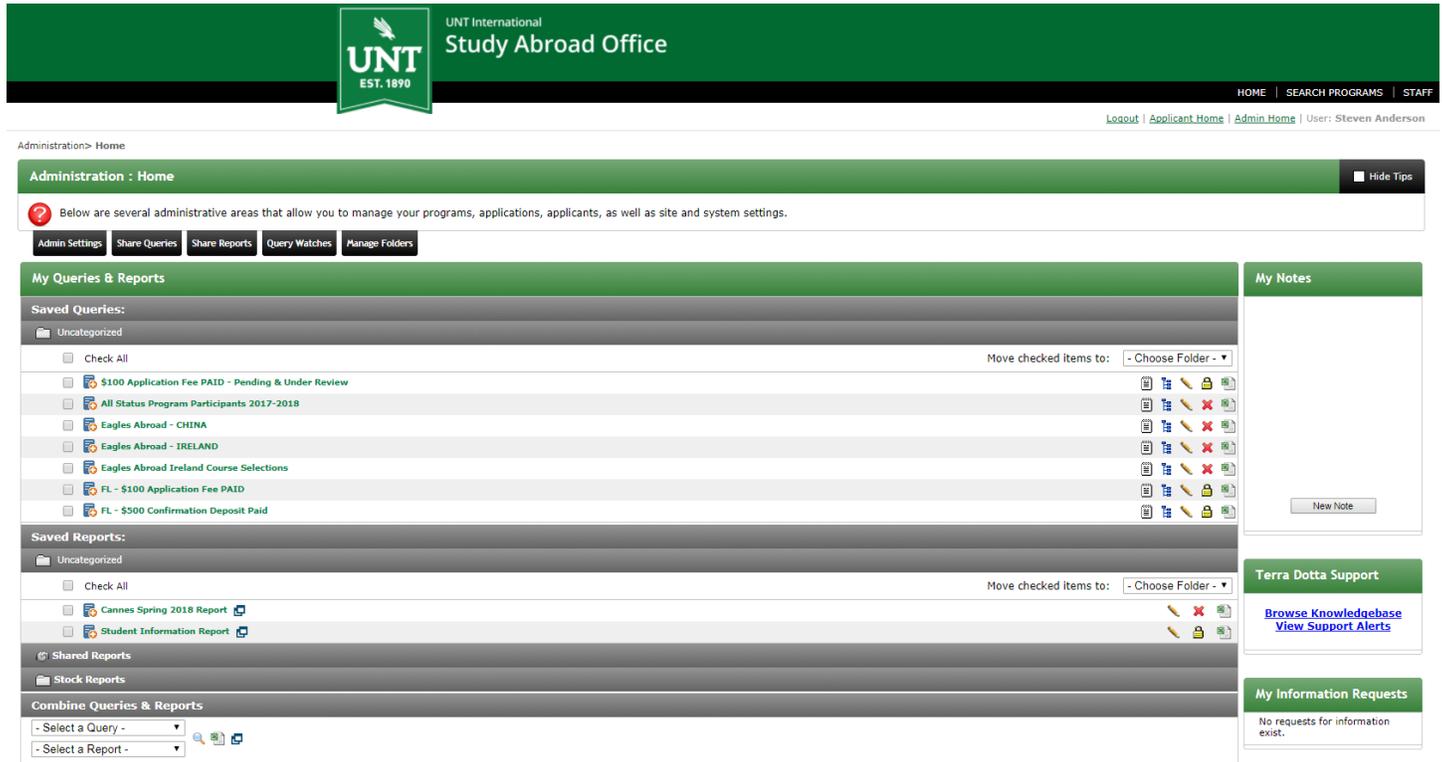
## APPLICANT HOME PAGE

Your APPLICANT HOME page will only appear as an option if you have applied for a program or submitted a program proposal. You can toggle between your Applicant Home and Admin Home page, or Logout in the upper right corner of most screens in Studio Abroad.



## ADMIN HOME PAGE

Your Admin Home page is where you can query (search) applicants and save queries and reports. Queries and Reports will be covered in further detail later in this guide.

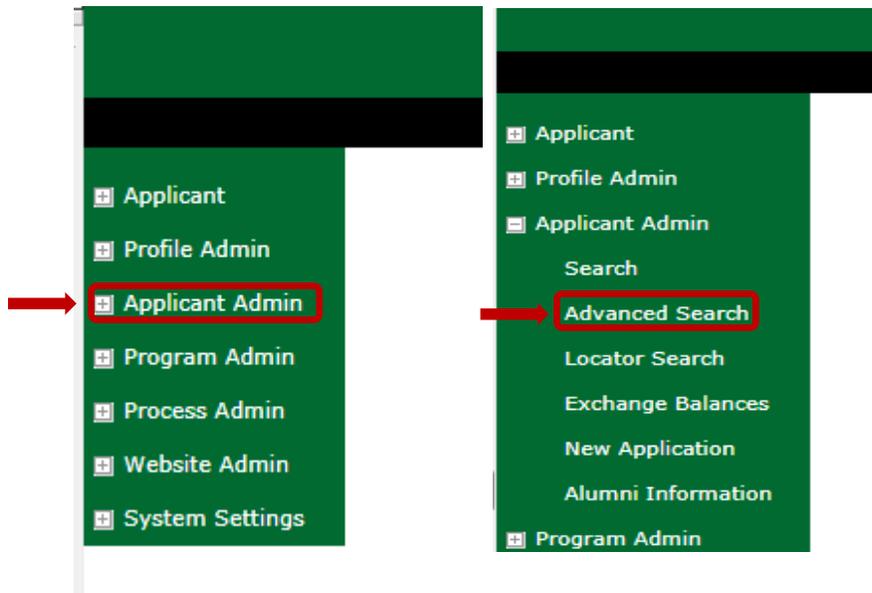


The screenshot shows the Admin Home page of the Studio Abroad system. At the top, there is a green header with the UNT International Study Abroad Office logo and navigation links for HOME, SEARCH PROGRAMS, and STAFF. Below the header, the page title is "Administration > Home" and the user is identified as Steven Anderson. The main content area is titled "Administration : Home" and contains a "Hide Tips" button. A message states: "Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings." Below this message are buttons for "Admin Settings", "Share Queries", "Share Reports", "Query Watches", and "Manage Folders". The main content is divided into two columns. The left column is titled "My Queries & Reports" and contains sections for "Saved Queries" and "Saved Reports". The "Saved Queries" section lists several queries such as "\$100 Application Fee PAID - Pending & Under Review", "All Status Program Participants 2017-2018", "Eagles Abroad - CHINA", "Eagles Abroad - IRELAND", "Eagles Abroad Ireland Course Selections", "FL - \$100 Application Fee PAID", and "FL - \$500 Confirmation Deposit Paid". The "Saved Reports" section lists "Cannes Spring 2018 Report" and "Student Information Report". There are also sections for "Shared Reports" and "Stock Reports". At the bottom of the left column is a "Combine Queries & Reports" section with dropdown menus for selecting a query and a report. The right column contains three sections: "My Notes" with a "New Note" button, "Terra Dotta Support" with links for "Browse Knowledgebase" and "View Support Alerts", and "My Information Requests" with the message "No requests for information exist."

## HOW TO CREATE A QUERY FOR YOUR PROGRAM

The purpose of this section is to provide instructions on how you may create a search regarding your program and to save it as a query to run again in the future.

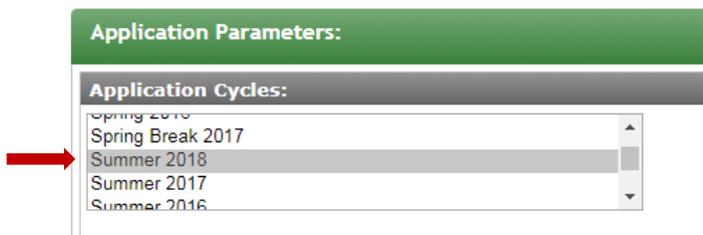
1. On the left-hand side, click on Applicant Admin to expand the menu and then select Advanced Search.



2. Select Application Parameters, then click Next.



3. On the next page, under Application Parameters, select the Application Cycle. Choose one of the following options that include the current year. Example: Spring 2018, Summer 2018, Wintermester 2017-2018, etc.



Under Application Status, you may want to only check Pending and Confirmed. You don't really need to see withdrawn or not selected applicants. Pending and Confirmed (and their sub statuses) are used by Study Abroad for Faculty Led Programs.

**Application Status:**

Pre-Application
  Pending
  Waitlist

Completed
  Under Review

Approved
  Confirmed
  Not Selected

Selected
  Awarded
  Award Cancelled

FL Participant
  Awaiting Confirmation Payment
  UNT Approved

Withdrawn
  Program Cancelled

all
  exchange
  non-exchange

Scroll down and select your program, then scroll back up and click Next.

**Program:**

UNT Faculty Led: Tracing Darwin's Path - Chile Cape Horn Biosphere Reserve (PHIL/BIOL)  
 UNT Faculty Led: UK & Ireland - British Isles Field School (GEOG)  
 UNT Faculty Led: UK - British Broadcasting in London (MRTS)  
 UNT Faculty Led: UK - Mayborn in London (JOUR)  
 UNT Faculty Led: UK Global Perspectives in London (HNRS)  
 UNT Field Trip Registration  
 UNT Field Trip: Music Education in Austria  
 Accademia Italiana Salerno Direct Enroll - Summer  
 Alliance for Global Education - 21st Century City  
 Alliance for Global Education - Contemporary India: Development, Economy, Society  
 Alliance for Global Education - Global and Public Health at Manipal University

4. Your query results will appear along with the options for naming your query and saving.

Search : Results Hide Tips

Following is a listing of applications that meet your search criteria.

Search Search Results

Options: - Select Option - Progress Audit: - Select Phase -

Save Search: Save Search

You searched for all applicants, within **Outgoing** programs for the program name **UNT Faculty Led: UK - British Broadcasting in London (MRTS)** that have applied for the term **Summer 2018**.

Group your results by: Applicant

Name	Status	Program	Term
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33555 - not ranked)	Summer, 2018
Not Selected	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33553 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33560 - not ranked)	Summer, 2018
Awaiting Confirmation Payment	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33595 - not ranked)	Summer, 2018
Waitlist	Waitlist	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33547 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33605 - not ranked)	Summer, 2018
Awaiting Confirmation Payment	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33555 - not ranked)	Summer, 2018
Awaiting Confirmation Payment	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33619 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33593 - not ranked)	Summer, 2018
Not Selected	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33074 - not ranked)	Summer, 2018
Awaiting Confirmation Payment	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33588 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33587 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33558 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33565 - not ranked)	Summer, 2018
Waitlist	Waitlist	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33610 - ranked 1)	Summer, 2018
Awaiting Confirmation Payment	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33564 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33561 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33557 - ranked 1)	Summer, 2018
Not Selected	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33554 - ranked 1)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33583 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33089 - not ranked)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33568 - ranked 1)	Summer, 2018
FL Participant	FL Participant	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33577 - not ranked)	Summer, 2018

Found: 23 applicants / 23 applications

5. Type a name for your query in the Save Search field and click Save Search.

Administration > Search > Results

**Search : Results**

 Following is a listing of applications that meet your search criteria.

---

**Options:**  **Progress Audit:**

**Save Search:**

This will return you to your Admin Home page and you will see your saved query in your Saved Queries list. You can simply click any query in this list at any time to run your search again. Your query will mainly be a list of applicants to your program where you can view each application. You can combine your query with a report with your choice of data on the report. Later in this guide, you will learn how to run a report.

**My Queries & Reports**

**Saved Queries:**  
Unategorized

<input type="checkbox"/> Check All	Move checked items to: <input type="text" value="- Choose Folder -"/>
<input type="checkbox"/> \$100 Application Fee PAID - Pending & Under Review	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> All Status Program Participants 2017-2018	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> British Broadcasting in London Application List	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Eagles Abroad - CHINA	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Eagles Abroad - IRELAND	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Eagles Abroad Ireland Course Selections	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> FL - \$100 Application Fee PAID	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>
<input type="checkbox"/> FL - \$500 Confirmation Deposit Paid	<input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>

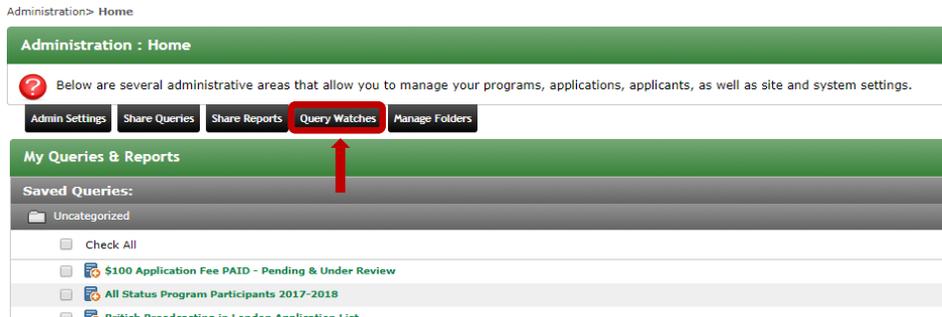
NOTE: You can edit your query at any time by clicking the pencil icon  to the right of your query.

## HOW TO CREATE A QUERY WATCH (Automatic Updates on a Saved Query)

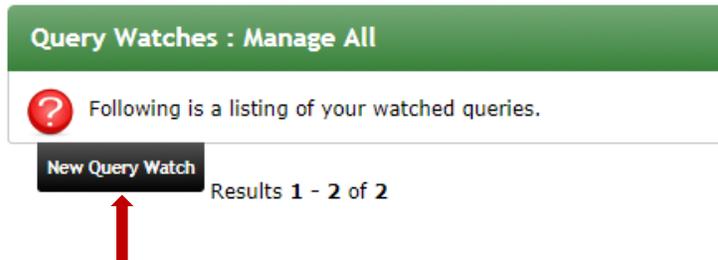
The purpose of this section is to provide instructions on how users may receive automated notifications of new additions to or withdrawals from a saved query.\*

\*You must have a saved query in order to create a Query Watch.

1. From your Admin Home page, click on the Query Watches button.



2. Click the New Query Watch button.



3. The Query Watch Configuration screen will appear and you can set up the Query Watch based on your specifications.
  - a. Enter a Query Watch name.
  - b. Enter Start Date. (End Date is optional, but you could set it for the application deadline for your program if you choose.
  - c. Choose Daily or Weekly Frequency and enter hours and a start time. End time is optional.
  - d. Choose the query you created.
  - e. Uncheck export and check email. Further options will appear below these.
  - f. Check IN to see all new applications. Check OUT to include any withdrawn applications. Checking ALL will give you a complete list every time the email is sent. This option is not suggested.
  - g. Ignore Report format for export.

**Query Watch Configuration:**

<b>Query watch name:</b>	British Broadcasting in Lond
<b>Duration:</b>	Start Date <input type="text" value="11/01/2017"/> (Format: mm/dd/yyyy) End Date (optional) <input type="text"/> (Format: mm/dd/yyyy)
<b>Frequency:</b>	Daily every <input type="text"/> hours starting at 7:00AM and ending at <input type="text"/> (optional)
<b>Name of saved query:</b>	Please select one
<b>Actions taken on update:</b>	<input checked="" type="checkbox"/> export <input type="checkbox"/> email <input type="checkbox"/> custom process <input type="checkbox"/> workflow
<b>Records included in actions:</b>	<input checked="" type="checkbox"/> IN <input checked="" type="checkbox"/> OUT <input type="checkbox"/> ALL
<b>Report format for export:</b>	Please select one (saved report definitions provide the field selections for exports)

- Cancel -   - Reset -   - Add >

**Report format for export:** Please select one  
(saved report definitions provide the field selections for exports)

**Email from:** FacultyLedPrograms@unt.edu

**Email recipient list:**

steven.anderson@unt.edu

3977 characters left

Send email to the addresses in query watch search results

**Email message body:**

(displayed above included data records)

Privacy Warning: Any images or other files linked or embedded through the WYSIWYG editor into the body of the message are accessible by public URL, meaning that no secured access restrictions are applied. Care should be taken not to attach sensitive or confidential information.

Font   Size   Format   Source

B / U   

**Include list of records in email**

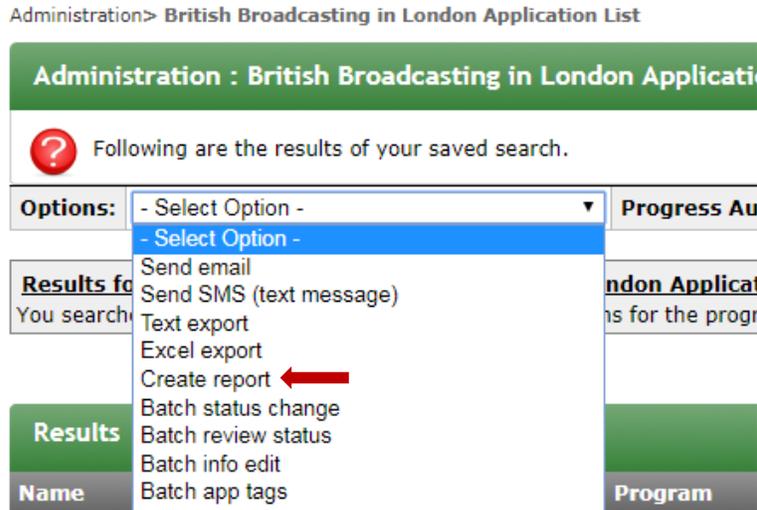
Yes  No

- Cancel -   - Reset -   - Add >

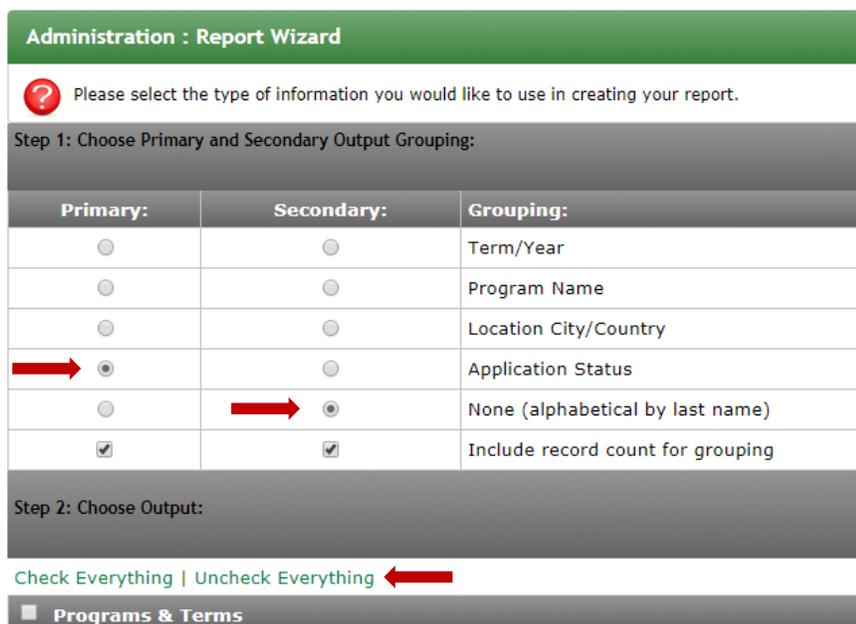
- h. Change email from to: [FacultyLedPrograms@unt.edu](mailto:FacultyLedPrograms@unt.edu).
- i. Enter your email address in the recipient list. Also enter any other email you wish to receive your Query Watch email. DO NOT check the option to Send email to the addresses in query watch search results.
- j. You can ignore the body of the email and Studio Abroad will send you a standard email with the information you request from the Query Watch. You can type in your own text to appear in the body of the email if you wish.
- k. Make sure Yes is selected to include a list of the new records in your Query Watch email.
- l. Click Add to add your Query Watch.

## CREATING REPORTS IN STUDIO ABROAD

1. Go to your Admin Home screen. In your Saved Queries, click the Query that you would like to use to create a report. Your query results will appear.
2. In the drop-down options, select Create report.



3. The Report Wizard will appear.
  - a. Choose your Primary and Secondary grouping options. Application Status as Primary and None (alphabetical by last name) as Secondary are the suggested options. Leave the boxes checked for Include record count for grouping.
  - b. Under Choose Output, click the Uncheck Everything option so that you can start fresh with building your report with the data you choose.



- c. Now all the options under Choose Output will be unchecked. There are many options for data to appear on the report. You can edit your report checking and unchecking data options until you feel you have the information necessary that you need. Many data elements under the Applicant Parameters section have the option of Most Current Value which means it is updated by UNT EIS on an ongoing basis such as UNT Cum GPA or Academic Plan so that you can have up-to-date information on your applicants. Many of the options will be irrelevant to your needs and can be ignored.

Step 2: Choose Output:	
<a href="#">Check Everything</a>   <a href="#">Uncheck Everything</a>	
<b>Programs &amp; Terms</b>	
<input type="checkbox"/>	ID#
<input type="checkbox"/>	Label
<input type="checkbox"/>	Program Name
<input type="checkbox"/>	Term
<input type="checkbox"/>	Year
<input type="checkbox"/>	Application Status
<input type="checkbox"/>	Deadline
<input type="checkbox"/>	Decision Date
<input type="checkbox"/>	Program Currently Assigned City
<input type="checkbox"/>	Program Currently Assigned Country
<input type="checkbox"/>	Program Currently Assigned Region
<input type="checkbox"/>	Program Date Record: Start Date
<input type="checkbox"/>	Program Date Record: End Date
<b>Program Parameters</b>	
<input type="checkbox"/>	Featured Programs by College
<input type="checkbox"/>	Fields of Study
<input type="checkbox"/>	Minimum GPA Requirement
<input type="checkbox"/>	Additional Features
<input type="checkbox"/>	Program Type
<input type="checkbox"/>	UNT Faculty Leader(s)
<input type="checkbox"/>	Academic Level
<input type="checkbox"/>	Faculty-Led Program Term
<input type="checkbox"/>	Additional Requirements
<input type="checkbox"/>	Prior Language Required
<input type="checkbox"/>	Language of Instruction
<b>Applicant Parameters</b>	
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Email
<input type="checkbox"/>	DOB
<input type="checkbox"/>	Home Institution
<input type="checkbox"/>	Partner Institution
<input type="checkbox"/>	Home Institution
<input type="checkbox"/>	Academic Level Most Current Value ▾
<input type="checkbox"/>	Academic Career Most Current Value ▾
<input type="checkbox"/>	UNT Cum GPA Most Current Value ▾
<input type="checkbox"/>	Academic Plan Most Current Value ▾
<input type="checkbox"/>	Country of Citizenship Most Current Value ▾
<input type="checkbox"/>	EIS ID Number
<input type="checkbox"/>	Total Hours Most Current Value ▾
<input type="checkbox"/>	Primary Email
<input type="checkbox"/>	Degree Major
<input type="checkbox"/>	Ethnicity
<input type="checkbox"/>	Mailing Address 1
<input type="checkbox"/>	Mailing Address City
<input type="checkbox"/>	Mailing Address State
<input type="checkbox"/>	Mailing Address Country
<input type="checkbox"/>	Mailing Address Postal Code
<input type="checkbox"/>	Permanent Address 1
<input type="checkbox"/>	Permanent Address 2
<input type="checkbox"/>	Permanent Address City

- d. Once you have selected your data for your report, type a name for your report in the Save Report As field at the bottom of the screen. You can check a box for a new window to appear with your report or to export into Excel. Then click Results to view your report.

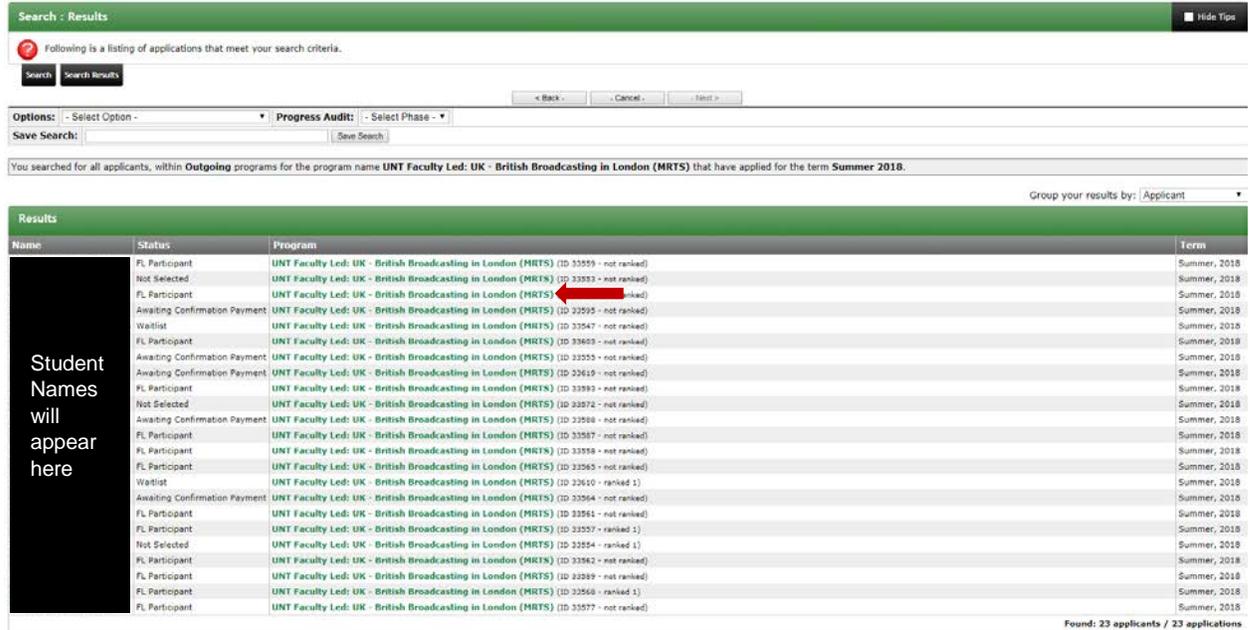

**Save Report As:**

New Window
  Export as Excel
  Export Essay Content



## How to View Completed Student Applications

- Once you have created a query for your program's applications, you can use that query to review student applications. You can click on any of the hyperlinks to view a student's application.



Search : Results Hide Tips

Following is a listing of applications that meet your search criteria.

Options: - Select Option - Progress Audit: - Select Phase -

You searched for all applicants, within **Outgoing** programs for the program name **UNT Faculty Led: UK - British Broadcasting in London (MRTS)** that have applied for the term **Summer 2018**.

Group your results by: Applicant

Name	Status	Program	Term
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33559 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33553 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33557 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33595 - not ranked)	Summer, 2018
FL Participant	Waitlist	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33547 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33605 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33555 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33619 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33593 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33074 - not ranked)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33588 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33587 - not ranked)	Summer, 2018
FL Participant	Waitlist	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33565 - not ranked)	Summer, 2018
FL Participant	Waitlist	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 32610 - ranked 1)	Summer, 2018
FL Participant	Awaiting Confirmation Payment	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33564 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33561 - not ranked)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33557 - ranked 1)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33554 - ranked 1)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33582 - ranked 1)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33589 - ranked 1)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33568 - ranked 1)	Summer, 2018
FL Participant	Not Selected	UNT Faculty Led: UK - British Broadcasting in London (MRTS) (ID 33577 - not ranked)	Summer, 2018

Found: 23 applicants / 23 applications

- The Application Overview screen will appear. The Application Summary at the bottom shows you the number of items that have been completed for each section. You have the option or printing the application or you can click on the Online Info. Submission Forms or Action Items / Electronic Sig. Docs tabs to view each individual part of the application submission. You can click the Profile tab to see up-to-date information such as GPA. You can also return to your Search Results at any time to select a different student to review.



Application : Overview Hide Tips

Use the tabs below to view and change information for this application.

Search Search Results

[Edit Profile]

UNT Faculty Led: UK - British Broadcasting in London (MRTS)  
Summer, 2018  
Status: FL Participant  
Outgoing Applicant

Created: 09/19/2017 (by Applicant)  
Last Updated: 10/19/2017 @ 03:02:42 PM  
Last Viewed by Applicant: 10/09/2017  
ID# 33560: no label (Edit)  
Start Date: 06/03/2018  
End Date: 07/05/2018  
(add principal application)

Overview | Comments | Status | Reviews | Profile | History Log | Initial | Itinerary | Online Info. Submission Forms | Action Items / Electronic Sig. Docs | Assessments | Documents | Recommendations | Journal | Credit Transfer

- Add tag to application -

Print Application

Application Summary:

Item:	Received						Total
	Admission	Pre-Decision	Post-Decision	While Abroad	Returnee		
Electronic Signature Documents	n/a	5/5	0/1	0/0	0/0	5/6	
Action Items / Electronic Sig. Docs		1/1	1/2	0/0	0/0	2/3	
Online Information Submission Forms		4/4	0/4	0/0	0/0	4/8	
Assessments		0/0	0/0	0/0	0/0	0/0	
Learning Content		0/0	0/0	0/0	0/0	0/0	
Recommendations						0/0	
Reviews						0	

## HOW STUDENTS START AN APPLICATION

1. Students will login with their EUID and password combination to Studio Abroad on the Study Abroad website just as you do. Students do not have to create a new user as their EUID already gives them credentials to access the system.
2. When reviewing a program, if applications are open the student will see an Apply button in the top right section of the program page.

**UNT Faculty Led: Art Museum Education in Italy (AEAH)**

**Florence, Italy; Milan, Italy; Naples, Italy; Rome, Italy** (Outgoing Program) ★ Featured:

<b>Program Terms:</b>	Summer, Summer 8WK	<input type="button" value="Apply"/> <input type="button" value="Request Info"/> <input type="button" value="Print"/>
<b>Restrictions:</b>	UNT applicants only	<input type="button" value="Share This"/>
<b>Program Cost:</b>	Summer 8WK	

**Dates / Deadlines:**

Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer	2018	02/01/2018 **	Rolling Admission	05/27/2018	06/22/2018

\*\* Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete Pre-Departure / Post-Decision Phase materials prior to the term's application deadline.

3. Next they will select the available term.

[Your Home Page](#) > Available Program Terms

**Your Home Page : Available Program Terms**

 To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

**Available Terms**

Summer, 2018

4. Once they select the term and click Apply, the Program Application Page will appear.

**Program Application Page (Application / Registration Phase)** Hide Tips

 This page shows current and required elements of your application in the application / registration phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (action items, electronic signature documents, recommendations and online information submissions) are required for your application to be considered complete.

<b>Steven Anderson</b> <b>Program:</b> UNT Faculty Led: Art Museum Education in Italy (AEAH) <b>Term/Year:</b> Summer, 2018 <b>Deadline:</b> 02/01/2018 <b>Dates:</b> 05/27/2018 - 06/22/2018	<b>Application Instructions</b> Thank you for your interest in studying abroad on a UNT Faculty Led Program! Your application is not complete until your \$100 application fee has been paid. Programs are open until February 1 or until registration is full.												
<b>Itinerary</b> The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it. <b>no location</b> Start Date: 05/27/2018 End Date: 06/22/2018	<b>Online Information Submission Form(s)</b> Click the following to view and complete the following online information submission form(s). You may begin an online information submission form and save it for later completion, but note that you must click Submit in order for the online information submission form to be logged as complete and ready for review. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Submit Student Consent to Release Information to an Individual via Online Application</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Submit Study Abroad Applicant Information via Online Application</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Upload PDF of Unofficial Transcript via Online Application</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Submit Student Consent to Release Information to an Individual via Online Application	<input type="checkbox"/>	Submit Study Abroad Applicant Information via Online Application	<input type="checkbox"/>	Upload PDF of Unofficial Transcript via Online Application	<input type="checkbox"/>				
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	<b>Electronic Signature Document(s)</b> Click the following to view and digitally sign important documents to indicate your agreement and understanding. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Sign Acknowledgment of UNT Application via Online Application - Faculty Led</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sign Acknowledgment of UNT Communication Policy via Online Application</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sign Student Agreement via Online Application - Faculty Led</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sign UNT Financial Obligation Agreement via Online Application - Faculty Led</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sign Withdrawal Policy via Online Application - Faculty Led</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Sign Acknowledgment of UNT Application via Online Application - Faculty Led	<input type="checkbox"/>	Sign Acknowledgment of UNT Communication Policy via Online Application	<input type="checkbox"/>	Sign Student Agreement via Online Application - Faculty Led	<input type="checkbox"/>	Sign UNT Financial Obligation Agreement via Online Application - Faculty Led	<input type="checkbox"/>	Sign Withdrawal Policy via Online Application - Faculty Led	<input type="checkbox"/>
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	<b>Action Item(s)</b> Action Items require you to do something such as make a payment or turn in a hard copy of an item. These items will be marked as received by the Study Abroad Office once completed and processed. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>Make Payment of \$100 Application Fee via Online Application</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Title	Received	Make Payment of \$100 Application Fee via Online Application	<input type="checkbox"/>								
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5. Under Online Information Submission Forms and Electronic Signature Documents, students will click on the hyperlinks to be taken to a questionnaire form or to read and sign a document. Once the forms have been submitted a check mark will appear in the box to the right under the Received column.
6. Under Action Items, students will click the links to completed actions such as paying application fees, etc.
7. Once a form has been submitted, students should contact the Faculty Led Program Coordinator to make revisions to any form.
8. All of these preliminary steps must be completed before the Faculty Led Program Coordinator will update the status from Pending to Under Review for the Faculty Leaders to review applications.
9. Faculty Leaders will review applications and email the Faculty Led Program Coordinator to approve or not approve a student application.
10. The Faculty Led Program Coordinator will update the application status to Awaiting Confirmation Payment. The student will receive an email that they have been accepted to the program and now will have further documents and action items to complete from the Program Application page including paying their confirmation deposit.
11. Once the confirmation deposit has been paid, the Faculty Led Program Coordinator will update the application status to FL Participant. This will open all necessary documents and action items to be completed prior to departure.

### QUESTIONS

You can find additional assistance at the Studio Abroad/Terra Dotta knowledgebase by clicking the link below:

[https://tdsupport.force.com/support/apex/Public\\_Article\\_Search?inapp=1](https://tdsupport.force.com/support/apex/Public_Article_Search?inapp=1)

For other questions and information, please contact the Faculty Led Program Coordinator:

[FacultyLedPrograms@unt.edu](mailto:FacultyLedPrograms@unt.edu)

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