Gonzaga University
SPONSORED SEMESTER PROGRAM
APPLICATION GUIDE

Click the link to your program to “jump” down to the specific application instructions!

AIFS Programs: London Internship, Paris (ILCF), or Stellenbosch South Africa
Bond University - Gold Coast, Australia
CASA de la Mateada - Cordoba, Argentina
CET Jordan: Intensive Language or Internship
CIEE Arts & Sciences in Hyderabad, India
DIS – Copenhagen, Denmark
IAU College - Aix en Provence France
ISA - Buenos Aires, Argentina and Valparaiso, Chile
ISEP Programs: Austria, Belgium, Ghana or Thailand
Exchange Programs (Akita International University, Pontifica Javeriana, and Sophia University)
Loyola University Felice Rome Center
Oxford University - OSAP
Queen Mary University of London
St. Louis University—Madrid, Spain
The Beijing Center - China
The School for Field Studies
University of Auckland – New Zealand
University of Glasgow - Scotland
University of Granada - Spain
University of Limerick - Ireland
Washington Semester Program – American University, Washington DC
AIFS Programs: London Internship, Paris (ILCF), or Stellenbosch South Africa

YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO AIFS.

The deadline to complete BOTH applications are:
Fall/Academic Year Programs: March 1st
Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  o Application Fee
  o Submit Questionnaires (4)
  o Student Conduct Release
  o Meet with Study Abroad Staff

- The following items will be completed later.
  o The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  o The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    ▪ Fall/AY programs: May 1st
    ▪ Spring programs: Dec 1st

AIFS Application
To access AIFS' application, go to AIFS's application webpage and go through the “I am New User” process. Note that the deadlines on AIFS's website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

- As part of the AIFS application, you will be asked to submit:
  o Online Application
  o Official Transcript:
    ▪ TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  o Course Selection Form
  o Passport Information: How to apply or renew a passport.
  o Preliminary Medical Info
  o General Flight Selection
  o Emergency Contact Information
  o LONDON INTERNSHIP PROGRAM only:
    ▪ Internship Questionnaire
    ▪ Three letters of recommendation (two from professors or advisor, one from an employer)
    ▪ Resume
- Once accepted by AIFS, you will be asked to submit:
  o Disciplinary Clearance Form
  o Medical Form
  o Passport Scan

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO BOND UNIVERSITY.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

Bond University Application
Go here: [https://apply.bond.edu.au/?refURL=/study-abroad](https://apply.bond.edu.au/?refURL=/study-abroad). Read through the **Application Checklist** for instructions and then proceed through the application. Note that the deadlines on Bond’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

- As part of the Bond application, you will be asked to submit:
  - Online Application
  - Copy of your Passport
  - Official Transcript:
    - **TO OBTAIN YOUR TRANSCRIPT**: Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO LMU.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff
- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

Loyola Marymount University Application
To access LMU’s application, go to LMU’s application webpage and click Apply (left sidebar) and follow the instructions. Note that the deadlines on LMU’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO CET.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

CET Application
To access CET's application, go to CET's application webpage and select “I do not have login credentials to this site.” You will be emailed login credentials at which point you will select the second option, “I have login credentials to this site that I received by email.” Note that the deadlines on CET’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

- As part of the CET application you will be asked to submit:
  - Online Application
  - $50 Application Fee
  - Official Transcript:
    - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Letter of Recommendation for Language Instructor: Must be from a language professor/instructor and should answer the following questions: In what capacity do you know the student? What is your experience with the student? Is this student prepared for a study abroad experience and why?
  - Passport Scan: If you do not have a passport or are in the process of renewing it, begin that process as soon as possible. Then, upload a scanned copy of your confirmation of application/renewal to your CET application in place of a passport scan. **How to apply or renew a passport.**
  - Home Institution Approval Form: send to lombardi@gonzaga.edu for completion.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO CIEE.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

CIEE Application
To access the CIEE application, go to CIEE's Arts and Science India program webpage and click “Apply Now”. Follow the instructions for the application. Note that the deadlines on CIEE’s website are NOT the deadlines. Gonzaga's deadlines listed above and on the application page on GU's site is the deadline.

- TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar’s Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO DIS.

The deadline to complete BOTH applications are:
Fall/Academic Year Programs: March 1 st
Spring Programs: Mid September or October 1 st (check application page for specific deadline).

**Gonzaga Application**
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff
- The following items will be completed later.
  - The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1 st
    - Spring programs: Dec 1 st

**DIS Application**
Go to DIS’s application page and enter in all appropriate information. Before you apply, please make sure you've reviewed the CORE course pre-requisites. DIS also requires students to have completed 3 semesters of university at the time of application. Note that the deadlines on DIS’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU's site is the deadline.
- As part of the application, you will be asked to submit:
  - Online Application
  - Application Fee
  - Official Transcript
    - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar’s Office 2 nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Essay
  - Recommendation: Must be from a professor or academic advisor and should answer the following questions: In what capacity do you know the student? What is your experience with the student? Is this student prepared for a study abroad experience and why?
- Once you are accepted by DIS, you will be asked to submit:
  - Program Selection
  - General Personal Information
  - Course Registration
  - ID Photo: Like a passport photo and can be taken on campus.
  - Housing Selection
  - Arrival Information
  - Passport Information: How to apply or renew a passport.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO IAU.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

IAU Application
Go [here](#) and read all items before beginning the online application. Note that the deadlines on IAU’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

- As part of the application, you will be asked to submit:
  - Online application
  - Application fee
  - Study Abroad Approval Form. Should be sent to Alisha Lombardi ([lombardi@gonzaga.edu](mailto:lombardi@gonzaga.edu))
  - Professor Recommendation
    - Unofficial Transcript: You can take a screenshot of this in Zagweb. OR
    - **TO OBTAIN YOUR TRANSCRIPT**: Go in person to CH Registrar’s Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO ISA.

The deadline to complete BOTH applications are:
Fall/Academic Year Programs: March 1st
Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

ISA Application
Go here and proceed. Note that the deadlines on ISA’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

If you are unsure which track or “program” to apply to, please check with lombardi@gonzaga.edu.

As part of the application, you will be asked to submit:
- Online Application
- Official Transcript
  - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar’s Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Academic Verification Form. Bring to Study Abroad office or email form to lombardi@gonzaga.edu to complete.

If you are applying to the Service Learning or Business programs, you may also be asked to submit:
- Letter of Intent
- Academic Letter of Recommendation: Must be from a professor or academic advisor and should answer the following questions: In what capacity do you know the student? What is your experience with the student? Is this student prepared for a study abroad experience and why?

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO ISEP.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

ISEP Application
Go here: ISEP's application webpage and read the instructions and components of the application. Note that the deadlines on ISEP’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.
Follow the links to apply.

- As part of the ISEP application, you will be asked to complete:
  - Participant Profile, which includes Biographical information and Emergency Contacts.
  - Complete Host Request: You will select DIRECT option for the program that you are choosing:
    - Vesalius College DIRECT SM 1 (fall) or SM 2 (spring)
    - University of Ghana DIRECT SM 1 (fall) or SM 2 (spring)
    - Karl Franzen, Graz SM 1 (fall Sept-Feb) or SM 2 (spring Mar-July)
  - Course Request List: List the courses you plan to take. You don't need to have them pre-approved at this point.
  - Documentation: Complete Personal Statement, Academic References, Passport, and Language Proficiency if needed.
  - Official Transcript:
    - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar’s Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Additional information:
    - You may have additional requirements to complete if you are planning to participate in an internship program or community engagement program. Please refer to the instructions carefully or check with Alisha Lombardi about your application requirements.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
Exchange Programs (Akita International University, Pontifica Javeriana, and Sophia University)

YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO Host Institution.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

Home Institution Nomination & Application Process

This step will be explained during the Study Abroad Advisor Meeting you will have and we will go over the requirements together. Please stop by the Study Abroad office or email studyabroad@gonzaga.edu to set up your meeting to discuss the application process for Akita International University, Sophia University or Pontifica Javeriana Colombia.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO LUC.

The deadline to complete BOTH applications are:

Fall/Academic Year Programs: March 1st
Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application

- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

LUC Rome Center Application

To complete the LUC Rome application: Go to LUC’s application process page and read the instructions and components of the application. Note that the deadlines on LUC’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO OSAP.

The deadline to complete BOTH applications are:

**Fall/Academic Year Programs:** March 1\(^{st}\)
**Spring Programs:** Mid September or October 1\(^{st}\) (check application page for specific deadline).

**Gonzaga Application**

- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1\(^{st}\)
    - Spring programs: Dec 1\(^{st}\)

**OSAP Application**

Go to [OSAP’s application site](#) and read the instructions and components of the application. Be mindful of the different GPA requirements to apply for Associates (minimum 3.4) and Visiting (minimum 3.7). There are additional cost considerations between the programs as well. Note that the deadlines on OSAP’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline.

- As part of the application, you will be asked to submit:
  - Online Application
  - Signature Form
  - Official Transcript
    - **TO OBTAIN YOUR TRANSCRIPT**: Go in person to CH Registrar’s Office 2\(^{nd}\) floor to request your transcript be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Recommendation Letters: Must be from a professor or academic advisor and should answer the following questions: In what capacity do you know the student? What is your experience with the student? Is this student prepared for a study abroad experience and why?
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO QMUL.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

Queen Mary University Application
Go to QMUL's application webpage.

Read the instructions carefully. Application Notes/Instructions.
We strongly recommend having all the application materials (listed below) ready to upload when you begin this application as QMUL requires you complete the application in 3 days. Note that the deadlines on QMUL’s website are NOT the deadlines. Gonzaga's deadlines listed above and on the application page on GU's site is the deadline.

- As part of the application, you will be asked to submit:
  - Online Application: Create it HERE
  - Letter of Recommendation: This should be from a professor or advisor. The letter should answer the following questions: In what capacity do you know the student? What is your experience with the student?
    - There are two ways to submit your letter of rec
      - Have the professor/advisor give it directly to you and you will upload it to your QMUL application.
      - Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to QMUL.
  - Official Transcript
    - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
YOU WILL COMPLETE ONE APPLICATION for GU.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - St. Louis University Madrid Agreement
  - Meet with Study Abroad Staff
  - Additional SLU Application Forms
    - You need to print the listed forms in the application and turn them in along with
    - Make sure your passport is uploaded to your application before submitting the forms.
    - 2 passport photos (which can be taken at the Study Abroad office on Wednesdays and Thursdays from 3pm -5pm). [http://commerce.cashnet.com/guce](http://commerce.cashnet.com/guce).

The following items will be completed later – *they don’t have to be completed in the Application Phase.*
- The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
- The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
  - Fall programs: May 1st
  - Spring programs: Dec 1st
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO TBC.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff
- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

The Beijing Center Application
Go to TBC's application form. Note that the deadlines on TBC's website are NOT the deadlines. Gonzaga's deadlines listed above and on the application page on GU's site is the deadline.

- As part of the application, you will be asked to submit:
  - Online Application
  - Official Transcript
    - TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Passport Information: How to apply or renew a passport.
  - Study Abroad Advisor email address/Recommendation: Input Alisha Lombardi, lombardi@gonzaga.edu)
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO SFS.

The deadline to complete BOTH applications are:

- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application

- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The **Sponsored Program Application** material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The **Course Pre-Approval Form** is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

The School for Field Studies Application

Read through the application process go to the [SFS application page](#).

To begin your application, go to [SFS Admissions Process page](#). Click “Log In to Start”.

- As part of the application, you will be asked to submit:
  - Online Application
  - Official Transcript
    - **TO OBTAIN YOUR TRANSCRIPT:** Go in person to CH Registrar's Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  - Participation Approval Form and Transcript Release (fill out sections and then send to Lombardi@gonzaga.edu to finish).
  - Phone Interview

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO Auckland.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff
- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

University of Auckland Application
Click here Auckland Application Link and click "Let's get Started". BOOKMARK THIS PAGE SO YOU CAN ACCESS IT AT A LATER DATE. Note that the deadlines on Auckland's website are NOT the deadlines. Gonzaga's deadlines listed above and on the application page on GU's site is the deadline.

Follow the instructions on Auckland Instruction webpage. As part of the application, you will be asked to submit:
- Online Application – use the following notes to complete:
  - CONTACT Details | Fill in the blanks as your name appears on your passport
  - For the Academic section:
    - Secondary = High school; add you've completed and indicate diploma
    - Tertiary = University level; add Gonzaga University
  - PROGRAMME SELECTION
    - Exchange or Study Abroad
    - Cert of Proficiency for Overseas
    - Term: Spring: Semester 1, Fall: Semester 2
    - YES you are applying for academic credit
    - No you have no Scholarships
    - Yes, your fees are paid by an institution, select Gonzaga University from the drop down

- Once the application information is complete, Alisha in the Study Abroad office will need to finish your application by uploading the following items. Send them to her as soon as you are able:
  - BOTH Transcripts (official and unofficial): Go to the Registrar's Office in person, (College Hall) to request that BOTH your Official Transcript and Unofficial Transcript be sent to the Study Abroad office.
  - Passport Scan: Upload a copy of your passport to the GU application or email lombardi@gonzaga.edu the copy. How to apply or renew a passport.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO Glasgow.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff

- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

University of Glasgow Application
This step will be explained during the Study Abroad Advisor Meeting you will have and we will go over the requirements together. Please stop by the Study Abroad office or email studyabroad@gonzaga.edu to set up your meeting to discuss the application process with Alisha Lombardi.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO Willamette University.

The deadline to complete BOTH applications are:
Fall/Academic Year Programs: March 1st
Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
1. Complete the following items:
   a. Application Fee
   b. Submit Questionnaires (4)
   c. Student Conduct Release
   d. Meet with Study Abroad Staff

2. The following items will be completed later.
   a. The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
   b. The Course Pre-Approval Form is NOT due by the application deadline.
      The Form is due by the following deadlines:
      i. Fall/AY programs: May 1st
      ii. Spring programs: Dec 1st

Willamette University/ILACA Application
This step will be explained during the Study Abroad Advisor Meeting you will have and we will go over the requirements together. Please stop by the Study Abroad office or email studyabroad@gonzaga.edu to set up your meeting to discuss the application process with Alisha Lombardi.

Upon acceptance to the program by the Gonzaga Spanish Department, you will receive instructions from Alisha Lombardi, though you can review the 2nd application process here: Granada Application Elements
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO Limerick.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
1. Complete the following items:
   a. Application Fee
   b. Submit Questionnaires (4)
   c. Student Conduct Release
   d. Meet with Study Abroad Staff

2. The following items will be completed later.
   a. The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
   b. The Course Pre-Approval Form is NOT due by the application deadline. The Form is due by the following deadlines:
      i. Fall/AY programs: May 1st
      ii. Spring programs: Dec 1st

University of Limerick Application
Read through How to Apply here: Limerick Application Guide Note that the deadlines on Limerick’s website are NOT the deadlines. Gonzaga’s deadlines listed above and on the application page on GU’s site is the deadline

- Select the appropriate term here: Limerick Application Link and then follow the instructions.
- As part of the application, you will be asked to submit:
  o Online Application: Guide
  o Official Transcript
    ▪ TO OBTAIN YOUR TRANSCRIPT: Go in person to CH Registrar’s Office 2nd floor to request your transcript to be sent to the Study Abroad office. The Assistant Director will send it to your host/program provider.
  o ID Photo: Like a passport photo and can be taken on campus.
  o Optional: Letter of Recommendation: This should be from a professor or advisor. The letter should answer the following questions: In what capacity do you know the student? What is your experience with the student? Is this student prepared for a study abroad experience and why?
    ▪ There are two ways to submit your Academic Reference
      • Have the professor/advisor give it directly to you and you will upload it to your Limerick application.
      • Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to Limerick.
  o Notarized Financial Statement: Contact the Study Abroad Office for an example.
  o Supporting Documentation: If you receive any sort of Disability Access accommodation, upload a letter from the Disability Access office which states the accommodations you receive at Gonzaga.
  o Course List of 10 modules. You do not need to have these classes approved for this step. Simply list up to 10 courses you plan or might take abroad.
YOU WILL COMPLETE TWO APPLICATIONS: ONE TO GONZAGA AND ONE TO AMERICAN UNIVERSITY.

The deadline to complete BOTH applications are:
- Fall/Academic Year Programs: March 1st
- Spring Programs: Mid September or October 1st (check application page for specific deadline).

Gonzaga Application
- Complete the following items:
  - Application Fee
  - Submit Questionnaires (4)
  - Student Conduct Release
  - Meet with Study Abroad Staff
- The following items will be completed later.
  - The Sponsored Program Application material item refers to your host/program application. Once you have been accepted, forward your acceptance email to the Sponsored Programs advisor in the Study Abroad Office and they will mark this as complete.
  - The Course Pre-Approval Form is NOT due by the application deadline.
    The Form is due by the following deadlines:
    - Fall/AY programs: May 1st
    - Spring programs: Dec 1st

Washington Semester Program Application
Create an account at American University application page and following the instructions. Note that the deadlines on the WSP/American's website are NOT the deadlines. Gonzaga's deadlines listed above and on the application page on GU's site is the deadline.

As part of the application, you will be asked to submit:
- Online Application Form
- Unofficial Transcript: Take a screenshot of your unofficial transcript in ZagWeb and upload it to your application.
- Optional Resume and Cover Letter are encouraged, but not required for acceptance to the program.
- The Study Abroad office will serve as your Institutional Approval. When your Gonzaga application has been completed, the Study Abroad office will notify WSP of approval.