

**Gonzaga University**  
**SPONSORED SEMESTER PROGRAM**  
**APPLICATION GUIDE**

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## AIFS Programs: London Internship, Paris (ILCF), or Stellenbosch South Africa

To access AIFS' application, go [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:
  - Online Application
  - Official Transcript
  - Course Selection Form
  - Passport Information: [How to apply or renew a passport.](#)
  - Preliminary Medical Info
  - General Flight Selection
  - Emergency Contact Information
  
  - 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:
  - Disciplinary Clearance Form
  - Medical Form
  - Passport Scan

**Any documents that require an "advisor signature" should be brought to the Study Abroad Office to be completed.**

## Bond University- Gold Coast, Australia

Go here: <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

## CET Beijing, Shanghai or Jordan

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:
  - 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](mailto:lombardi@gonzaga.edu) for completion.

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## DIS – Copenhagen, Denmark

Go to [DIS's application page](#) and enter in all appropriate information. **Before you apply, please make sure you've reviewed the DIS 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
  - Essay
- 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.](#)

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## IAU France or Spain

### 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

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## ISA - Argentina or Chile

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](mailto:lombardi@gonzaga.edu).*

As part of the application, you will be asked to submit:

- Online Application
- Official Transcript
- Academic Verification Form. Bring to Study Abroad office or email form to [studyabroad@gonzaga.edu](mailto:studyabroad@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.**

## ISEP Programs: Austria, Belgium, or Ghana

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
  - 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, Pontificia Javeriana, and Sophia University)

### Home Institution Nomination & Application Process

This 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](mailto:studyabroad@gonzaga.edu) to set up your meeting to discuss the application process for Akita International University, Sophia University or Pontificia Javeriana Colombia.

## Loyola University Felice Rome Center

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.

## Oxford University - OSAP

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
  - 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?

## Queen Mary University of London

Go to [QMUL's application webpage](#). Read the [Application Instructions](#) carefully.

**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? Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to QMUL.
- Official Transcript

## St. Louis University—Madrid, Spain

You only complete the GU application. The deadline to complete BOTH applications are:

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

### Gonzaga Application

- Application Fee
- Submit Questionnaires
- Student Conduct Release
- St. Louis University Madrid Agreement
- Meet with Study Abroad Staff
- Additional SLU Application Forms

## The School for Field Studies

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 2<sup>nd</sup> 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](mailto: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.**

## University of Auckland – New Zealand

The Study Abroad Office will begin your University of Auckland application on your behalf.

Complete the GU Study Abroad application and a GU Study Abroad advisor will contact you with further instructions and information.

### Gonzaga Application

- Application Fee
- Submit Questionnaires (4)
- Student Conduct Release
- Meet with Study Abroad Staff
- Request your Official Transcript (instructions listed in GU application)

## University of Glasgow- Scotland

The Study Abroad Office will begin your University of Glasgow application on your behalf.

Complete the GU Study Abroad application and a GU Study Abroad advisor will contact you with further instructions and information.

### Gonzaga Application

- Application Fee
- Submit Questionnaires (4)
- Student Conduct Release
- Meet with Study Abroad Staff
- Request your Official Transcript (instructions listed in GU application)

## University of Granada- Spain

### 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](mailto:studyabroad@gonzaga.edu) to set up your meeting to discuss the application process with Stashia Kaiel.

Upon acceptance to the program by the Gonzaga Spanish Department, you will receive instructions from Stashia Kaiel, though you can review the 2<sup>nd</sup> application process here: [Granada Application Elements](#)

## University of Limerick- Ireland

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:
  - Online Application: [Guide](#)
  - Official Transcript
  - ID Photo
  - 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? Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to Limerick.
  - 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.
  - 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.

## Washington Semester Program – American University, Washington DC

Create an account at [here on the WSP page](#) and submit your application.

- 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.