Gonzaga University
SPONSORED PROGRAMS
APPLICATION GUIDE

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You will complete two applications—one to Gonzaga and one to AIFS.

1. **Gonzaga Application**
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – *they don’t have to be completed in the Application Phase.*
      i. 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.
      ii. 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, Summer programs April 15th).

2. **To access AIFS’ application,** go [https://secure.aifsabroad.com/college/application/personalprofile.aspx](https://secure.aifsabroad.com/college/application/personalprofile.aspx) and click Apply Now.

   - As part of the AFIS application, you will be asked to submit:
     o Online Application
     o Official 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 Loyola Marymount University.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – *they don’t have to be completed in the Application Phase.*
      i. 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.
      ii. 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, Summer programs April 15th).

2. Loyola Marymount University application. To access LMU's application, go to [http://academics.lmu.edu/casa/apply/](http://academics.lmu.edu/casa/apply/) and click Apply Now.

*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 CET.

1. **Gonzaga Application**
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – *they don’t have to be completed in the Application Phase.*
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access CET’s application, go to [https://cet.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne](https://cet.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne) 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.”
   - As part of the CET application you will be asked to submit:
     o Online Application
     o $50 Application Fee
     o Official 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 Letter of Recommendation: 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?
     o 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](#).
     o 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.
DIS – Copenhagen, Denmark

You will complete two applications—one to Gonzaga and one to DIS.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access the DIS application, go https://registration.disabroad.org/apply/ 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.

   - As part of the application, you will be asked to submit:
     o Online Application
     o Application Fee
     o Official 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 Essay
     o 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:
     o Program Selection
     o General Personal Information
     o Course Registration
     o ID Photo: Like a passport photo and can be taken on campus.
     o Housing Selection
     o Arrival Information
     o 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 ISA.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access IAU’s application, go here and read all items before beginning the online application.
   - As part of the application, you will be asked to submit:
     o Online application
     o $85 application fee
     o Study Abroad Approval Form. Should be sent to Alisha Lombardi (lombardi@gonzaga.edu)
     o Professor Recommendation
     o Unofficial Transcript: You can take a screenshot of this in Zagweb, or request this in the Registrar’s Office 2nd floor College Hall.

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.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access ISA’s application, go here and read all items before clicking Begin Application. You can start the application here: https://secure.studiesabroad.com/apply/isa

As part of the application, you will be asked to submit:
- Online Application
- Official 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

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, Ghana or Thailand

You will complete two applications—one to Gonzaga and one to ISEP.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – *they don’t have to be completed in the Application Phase.*
      i. 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.
      ii. 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, Summer programs April 15th).

2. To complete the ISEP application: Go here: [http://www.isep.org/students/Apply/how_to_apply.asp](http://www.isep.org/students/Apply/how_to_apply.asp) and read the instructions and components of the application. Begin the application here [https://sat.isep.org/](https://sat.isep.org/) by creating an account.
   - As part of the ISEP-University of Ghana 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:**
       o Vesalius College DIRECT SM 1 (fall) or SM 2 (spring)
       o University of Ghana DIRECT SM 1 (fall) or SM 2 (spring)
       o Karl Franz, Graz SM 1 (fall Sept-Feb) or SM 2 (spring Mar-July)
       o Thammasat University DIRECT SM 1 (fall) or SM 2 (spring)
     - 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: 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:
       o 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.*
You will complete two applications—one to Gonzaga and one to the Host Institution once you have been nominated.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. Host Institution Nomination & Application Process
   a. 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.
You will complete two applications—one to Gonzaga and one to ISEP.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – *they don't have to be completed in the Application Phase*.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To complete the OSAP application: Go here: [https://osap.studioabroad.com/](https://osap.studioabroad.com/) 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.
   - As part of the application, you will be asked to submit:
     o Online Application
     o Signature Form
     o Official 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 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?

*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 Queen Mary.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access QMUL’s application, go here: http://www.qmul.ac.uk/international/global-opportunities/incoming-students/study-abroad-programme/apply/.

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 part of the application, you will be asked to submit:
  i. Online Application: Create it HERE
  ii. 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?
     1. There are two ways to submit your letter of rec
        a. Have the professor/advisor give it directly to you and you will upload it to your QMUL application.
        b. Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to QMUL. If you do this, you will have to upload THIS LETTER to your QMUL application in order to submit your QMUL application.
  iii. Official 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 one application to Gonzaga only.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
      iv. Additional SLU Requirements
         1. Confirmation Form
         2. Student Record Waiver Statement
         3. Transcript Request Form
         4. Study Abroad Student Waiver
         5. 4 passport sized photos (white background). These can be purchased and taken at Student Accounts on-campus, College Hall 024. [http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/student-financial-services/student-accounts/StudyAbroadPhotos.asp](http://www.gonzaga.edu/campus-resources/offices-and-services-a-z/student-financial-services/student-accounts/StudyAbroadPhotos.asp)
         6. Copy of your Passport picture/information page (PDF version, make sure it is signed!)

   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).
You will complete two applications—one to Gonzaga and one to The Beijing Center.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access TBC’s application, go to https://thebeijingcenter.formstack.com/forms/application_form
   • As part of the application, you will be asked to submit:
     o Online Application
     o Official 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 Passport Information: How to apply or renew a passport.
     o Study Abroad Advisor email address/Recommendation: Input Alisha Lombardi, lombardi@gonzaga.edu

Any documents that require an “advisor signature” should be brought to the Study Abroad Office to be completed.
The School for Field Studies

You will complete two applications—one to Gonzaga and one to SFS.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access SFS' application, read through the application process here:
   https://fieldstudies.org/admissions/how-to-apply/
   a. To begin your application, go to https://community.fieldstudies.org/admission-application. Click “Log In to Start”.

     • As part of the application, you will be asked to submit:
       o Online Application
       o Participation Approval Form and Transcript Release (fill out sections and then send to Lombardi@gonzaga.edu to finish).
       o 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

You will complete two applications—one to Gonzaga and one to the University of Auckland.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access Auckland’s application, click here https://www.auckland.ac.nz/en/study/applications-and-admissions/apply-now.html and click “Let’s get Started”.
   BOOKMARK THIS PAGE SO YOU CAN ACCESS IT AT A LATER DATE.


   You are applying as SPECIAL ADMISSIONS: Certificate of Proficiency, Study Abroad program.

   - As part of the application, you will be asked to submit:
     o Online Application – you can contact lombardi@gonzaga.edu for help completing this.
       ▪ Applying Type: Study Abroad Program, Certificate of Proficiency
       ▪ Sponsor/Recruiter: Gonzaga University

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:
- Transcripts: 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: Stop by the Study Abroad Office with your passport (not a copy) and we’ll get it submitted. How to apply or renew a passport.
- ID Photo: Like a passport photo and can be taken on campus – you will need to bring this to the Study Abroad office too.
You will complete two applications—one to Gonzaga and one to the University of Glasgow.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. To access Glasgow’s application, follow the instructions here:
   http://www.gla.ac.uk/media/media_393929_en.pdf
To apply, visit:
https://uogapply.mycampus.gla.ac.uk/psp/campus/EMPLOYEE/HRMS/c/UOG_AAWS_MENU.UOG_OAS_APP_LOGIN.GBL

- As part of the application, you will be asked to submit:
  o Online Application
  o Official 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 Academic Reference: 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 Glasgow application.
      • Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to Glasgow.
  o Personal Statement: 500 words explaining why you want to study abroad at the University of Glasgow and any previous experiences/travels/clubs/societies you feel would be relevant to your application.
  o Passport copy: This can be uploaded at a later date if you don't have a passport now. How to apply or renew a passport.
  o Financial Letter: Since Gonzaga will be paying Glasgow on your behalf, you will need to upload a Financial Letter that confirms this. The Study Abroad Office will email you this letter to upload for your Glasgow application.
You will complete two applications—one to Gonzaga for the application process, and one for Willamette University after you’ve been selected to the program by the Spanish Department.

1. Gonzaga Application
   a. Complete the following items:
      i. Disciplinary Release
      ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
      iii. Meet with Study Abroad Staff
   b. The following items will be completed later – they don’t have to be completed in the Application Phase.
      i. 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.
      ii. 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, Summer programs April 15th).

2. Upon acceptance by the Gonzaga Spanish Department, you will receive an Acceptance Packet you pick up at the Study Abroad office which details the new requirements and documents needed for the next part of the application process, which you can review here:
   http://willamette.edu/offices/oie/granada/approved/index.html
You will complete two applications—one to Gonzaga and one to the University of Limerick.

1. **Gonzaga Application**
   - Complete the following items:
     i. Disciplinary Release
     ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
     iii. Meet with Study Abroad Staff
   - The following items will be completed later – *they don’t have to be completed in the Application Phase.*
     i. 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.
     ii. 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, Summer programs April 15th).

2. **To access Limerick’s application, read through How to Apply here:** [http://www.ul.ie/international/study-abroad/study-abroad-ul-programme/how-apply](http://www.ul.ie/international/study-abroad/study-abroad-ul-programme/how-apply)
   - Select the appropriate term here: [http://www.ul.ie/international/study-abroad/study-abroad-ul-programme/how-apply/apply-now](http://www.ul.ie/international/study-abroad/study-abroad-ul-programme/how-apply/apply-now) and then follow the instructions.
   - As part of the application, you will be asked to submit:
     - Online Application: [Guide](#)
     - Official 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.
     - ID Photo: Like a passport photo and can be taken on campus.
     - 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
         o Have the professor/advisor give it directly to you and you will upload it to your Limerick application.
         o Have your professor/advisor send it to your advisor in the Study Abroad Office, and they will submit it to Limerick.
     - Notarized Financial Statement: Contact the Study Abroad Office for an example.
     - 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.
You will complete two applications—one to Gonzaga and one for the Washington Semester Program.

3. Gonzaga Application
   - Complete the following items:
     i. Disciplinary Release
     ii. 4 Questionnaires (Communication, Disciplinary, General Application, Passport Details)
     iii. Meet with Study Abroad Staff
   - The following items will be completed later – *they don’t have to be completed in the Application Phase*.
     i. 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.
     ii. 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, Summer programs April 15th).

1. To begin the Washington Semester Program application through American University, create an account here: [https://applynowspexs.american.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx](https://applynowspexs.american.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx) and following the instructions.
   - 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.