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Gonzaga University

SPONSORED PROGRAMS

APPLICATION GUIDE

</div>

Contents

AIFS London Internship

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

1. Gonzaga Application
   a. Complete all items in application.
      i. The **Sponsored Program Application** material item refers to your AIFS application. Once you have been accepted to AIFS, 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 and click Apply Now.

   - As part of the AFIS application, you will be asked to submit:
     - Online Application
     - Official Transcript: Order one here and have it mailed directly to AIFS.
     - Course Selection Form
     - Passport Information: How to apply or renew a passport.
     - Preliminary Medical Info
     - General Flight Selection
     - Emergency Contact Information
     - 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 and left with the Peer Ambassador at the front desk.

AIFS Stellenbosch

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

1. Gonzaga Application
   a. Complete all items in application.
      i. The **Sponsored Program Application material item** refers to your AIFS application. Once you have been accepted to AIFS, 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 and click Apply Now.

   - As part of the AFIS application, you will be asked to submit:
     - Online Application
     - Official Transcript: Order one here and have it mailed directly to AIFS.
     - Course Selection Form
     - Passport Information: How to apply or renew a passport.
     - Preliminary Medical Info
     - General Flight Selection
     - Emergency Contact Information
     - 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 and left with the Peer Ambassador at the front desk.

CASA de la Mateada

You will complete two applications—one to Gonzaga and one to Loyola Marymount.

1. Gonzaga Application
   a. Complete all items in application.
      i. The **Sponsored Program Application material item** refers to your CASA application. Once you have been accepted to CASA, 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 http://academics.lmu.edu/casa/apply/ and click Apply Now. Any documents that require and "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

CET India

You will complete two applications—one to Gonzaga and one to CET/UW (University of Wisconsin).

1. Gonzaga Application
    a. Complete all items in application.
        i. The **Sponsored Program Application material item** refers to your CET/UW application. Once you have been accepted to CET/UW, 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. CET/UW Application
    a. This program is formally operated by the University of Wisconsin-Madison. CET facilitates the process for non-UW students to apply.

        - To begin the application process, go http://cetacademicprograms.com/programs/india/uw-india/#application and fill in the information. Be sure to enter Gonzaga University in the "college or university" box. Then click Submit.

        - Any documents for CET/UW that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

CET Intensive Arabic Language in Jordan

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

1. Gonzaga Application
   a. Complete all items in application.
      i. The **Sponsored Program Application material item** refers to your CET application. Once you have been accepted to CET, 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 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: Order one here and have it mailed directly to CET.
     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.

   - Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

CET Middle East Studies & Internship in Jordan

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your CET application. Once you have been accepted to CET, 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 CET Application, go to 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:
     - Online Application
     - $50 Application Fee
     - Official Transcript: Order one here and have it mailed directly to CET.
     - 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?
     - 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.
     - Writing Sample: This is only required if you have previously taken an Arabic language class. Upload a brief paragraph you have written for your Arabic class.

   - Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

CET Academic Year

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your CET application. Once you have been accepted to CET, 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 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."

   o Complete CET's Intensive Arabic Language application. As part of this application, you will have the opportunity to indicate that you are intending to stay for the full academic year.

      ▪ As part of the CET application you will be asked to submit:
         • Online Application
         • $50 Application Fee
         • Official Transcript: Order one here and have it mailed directly to CET.
         • 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?
         • 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.

      ▪ Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

DIS

You will complete two applications—one to Gonzaga and one to DIS. **This DIS program has limited enrollment. Interested applications should contact the Study Abroad office regarding the application process and eligibility.**

1. Gonzaga Application.
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your DIS application. Once you have been accepted to DIS, 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.

    - As part of the application, you will be asked to submit:
        o Online Application
        o Application Fee
        o Official Transcript: Order one here and have it mailed directly to DIS.
        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 and left with the Peer Ambassador at the front desk.

Exchange Programs (Akita International University & Sophia University)

You will complete two applications—one to Gonzaga and one to the Host Institution once you have been nominated.

1. Gonzaga Application.
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your Host Institution application. Once you've submitted the materials to the Study Abroad office, this will be checked as Reveived.
        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.

University of Granada (Willamette Consortium)

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 all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your Willamette application. Once you have been approved by the Spanish Department and submitted the additional application items, this will be marked as Received.
        ii. **Note:** You are not required to complete the Course Pre-Approval Form.

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

ISA—Argentina and Chile

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your ISA application. Once you have been accepted to ISA, 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:
     o Online Application
     o Official Transcript: Order one here and have it mailed directly to ISA.
     o Academic Verification Form

   - If you are applying to either the "Business, Hospitality, Design & Courses with Locals" or "Business & Latin American Studies" programs, you will also be asked to submit:
     o Letter of Intent
     o 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 and left with the Peer Ambassador at the front desk.

ISEP Direct – University of Ghana

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your ISEP application. Once the Study Abroad office has approved your ISEP application online, this item will be marked as Received.
      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 and read the instructions and components of the application
   a. Begin the application here 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 **University of Ghana DIRECT**.
        - 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.
        - Additional information:
          - You will need to complete the University of Ghana application (http://www.isep.org/Downloads/NEW%20GHANA%20APPLICATION.pdf) and bring the completed form into the Study Abroad office for signature and to upload.
          - Additionally, and optional form is required if you plan to apply for the internship program. More instructions here.
        - Upload a copy of your official transcript: Order one here and have it sent directly to the Study Abroad Office.

      - Any documents that reference the Coordinator, you should bring to the Study Abroad office for signature.

      - The Study Abroad office will monitor your status with ISEP and you will be notified once your application is complete.

ISEP Direct—Karl Franzens University

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your ISEP application. Once the Study Abroad office has approved your ISEP application online, this item will be marked as Received.
      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 and read the instructions and components of the application
   a. Begin the application here https://sat.isep.org/ by creating an account.

      ▪ 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 **Karl Franzens University DIRECT**.
         • 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.
         • Upload a copy of your official transcript: Order one here and have it sent directly to the Study Abroad Office. *(Do not order an electronic version!)*
         • Once your application has been accepted by ISEP and sent to Graz, you will be required to pat a $1 application fee and complete their application which will be sent to you from the International Office at Graz.

      ▪ Any documents that reference the Coordinator, you should bring to the Study Abroad office for signature.

      ▪ The Study Abroad office will monitor your status with ISEP and you will be notified once your application is complete.

ISEP Direct—Thammasat University

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your ISEP application. Once the Study Abroad office has approved your ISEP application online, this item will be marked as Received.
      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 and read the instructions and components of the application
   a. Begin the application here https://sat.isep.org/ by creating an account.

      - 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 **Thammasat University - DIRECT**.
        - 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.
        - Upload a copy of your official transcript: Order one here and have it sent directly to the Study Abroad Office. *(Do not order an electronic version!)*

      - Any documents that reference the Coordinator, you should bring to the Study Abroad office for signature.

      - The Study Abroad office will monitor your status with ISEP and you will be notified once your application is complete.

ISEP Direct—Vesalius College

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

1. Gonzaga Application
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your ISEP application. Once the Study Abroad office has approved your ISEP application online, this item will be marked as Received.
        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 and read the instructions and components of the application
    a. Begin the application here https://sat.isep.org/ by creating an account.

        ▪ 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 **Vesalius College - DIRECT**.
            • 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.
            • Upload a copy of your official transcript: Order one here and have it sent directly to the Study Abroad Office. *(Do not order an electronic version!)*

        ▪ Any documents that reference the Coordinator, you should bring to the Study Abroad office for signature.

        ▪ The Study Abroad office will monitor your status with ISEP and you will be notified once your application is complete.

OSAP/WISC Oxford

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your OSAP application. Once the Study Abroad office has approved your OSAP application online, this item will be marked as Received.
      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/ and read the instructions and components of the application

   - As part of the application, you will be asked to submit:
     - Online Application
     - Signature Form
     - Official Transcript: Order one here and have it mailed directly to OSAP.
     - 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 reference the Coordinator, you should bring to the Study Abroad office for signature.

Queen Mary University of London

You will complete two applications—one to Gonzaga and one to Queen Mary.

1. Gonzaga Application
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your QMUL application. Once you have been accepted to ISA, 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 and click "Click this link…".

    - As part of the application, you will be asked to submit:
        o Online Application: Guide
        o 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. If you do this, you will have to upload *THIS LETTER* to your QMUL application in order to submit your QMUL application.
        o Official Transcript: Order one here and select to pick it up in the Registrar's Office or have it mailed to yourself. Once you've received it, scan and upload it to your QMUL application.

St. Louis University—Madrid

You will complete one application to Gonzaga only.

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material** item refers to your SLU acceptance. Once you have been accepted by SLU, your Study Abroad Advisor will mark this item off on your application.

      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).

      iii. Additional SLU Requirements are the 6 items that must be turned into the Study Abroad office.

         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

         6. Copy of your Passport picture/information page (PDF version, make sure it is signed!)

The Beijing Center

You will complete two applications—one to Gonzaga and one to The Beijing Center.

1. Gonzaga Application
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your TBC application. Once you have been accepted to TBC, 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 https://studyabroad.luc.edu/oip/login.htm and click "New Visiting Student?"
    - As part of the application, you will be asked to submit:
        o Online Application
        o Official Transcript: Order one here and have it mailed directly to TBC.
        o Passport Information: How to apply or renew a passport.
        o Study Abroad Advisor email address (this will be for Alisha Lombardi, lombardi@gonzaga.edu)

    - Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

The School for Field Studies

You will complete two applications—one to Gonzaga and one to SFS.
1. Gonzaga Application
    a. Complete all items in the Questionnaires and Materials sections.
        i. The **Sponsored Program Application material item** refers to your SFS application. Once you have been accepted to SFS, 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, go <u>here</u>. Click "Apply Now" and then "Create Account".

    - As part of the application, you will be asked to submit:
        o Online Application
        o Participation Approval Form
        o Phone Interview

    - Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.

University of Auckland

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your Auckland application. Once you have been accepted to , 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/entry-requirements/special-admission.html .

   Follow the instructions on https://www.auckland.ac.nz/en/study/applications-and-admissions/how-to-apply/undergraduate-admission.html. 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
       ▪ Applying Type: Study Abroad Program, Certificate of Proficiency
       ▪ Sponsor/Recruiter: Gonzaga University
     o 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.
     o 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.
     o ID Photo: Like a passport photo and can be taken on campus.

University of Glasgow

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

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your Glasgow application. Once you have been accepted to SFS, 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: Order one here and select to pick it up in the Registrar's Office or have it mailed to yourself. Once you've received it, scan and upload it to your Glasgow application.
     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.

University of Limerick

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

1. Gonzaga Application
   - Complete all items in the Questionnaires and Materials sections.
     i. The **Sponsored Program Application material item** refers to your Glasgow application. Once you have been accepted to SFS, 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

   - Select the appropriate term here: 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: Order one here and select to pick it up in the Registrar's Office or have it mailed to yourself. Once you've received it, scan and upload it to your Limerick application.
     - ID Photo: Like a passport photo and can be taken on campus.
     - 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.

Washington Semester Program – American University

You will complete two applications—one to Gonzaga and one for the Washington Semester Program.

1. Gonzaga Application
   a. Complete all items in the Questionnaires and Materials sections.
      i. The **Sponsored Program Application material item** refers to your Glasgow application. Once you have been accepted to SFS, 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 begin the Washington Semester Program application through American University, create an account here: 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.

   - Any documents that require an "advisor signature" should be brought to the Study Abroad Office and left with the Peer Ambassador at the front desk.