Office of Overseas Study

How to Submit an Application to Study Abroad
1. Choose a Program

To help you find a program that meets your interests as well as your academic and financial needs, take the time to explore our many resources:

- Go to “First Steps” for guidance on finding the right program for you.
- Visit our office during walk-in hours (10am-noon & 1-4pm, M-F) to discuss your options with an advisor or a peer counselor.

NOTE: Students may not submit multiple applications for the same time period abroad.
2. Visit the Program Webpage

Overseas Study Website
overseas.iu.edu

Use the interactive map on the right to navigate to the webpage for the program you have selected.
3. Check Eligibility

Scroll to the bottom and verify that you meet all the program’s requirements

- GPA
- Semesters of college
- Language Requirements
- Course Prerequisites
- Campus or Major restrictions

NOTE: If you have concerns about your eligibility, please contact our office and consult a study abroad advisor.
4. Start Your Application

Select the “Apply” tab and then click the “Apply” button.

You cannot start an application until the open date.

Applications must be completed by the close date.

NOTE: IPFW students must contact the office to receive a special login to gain access to the application system.
5. Complete Your Checklist

- Click to open each item on your checklist.
- Detailed instructions are included within each form.
- Use the icons to track your progress.
- Optional forms include applications for scholarships.

NOTE: Each program has different required applications materials.
5a. Standard Forms

Applications generally require:

- Authorization to access your student records
- A personal statement
- One or two academic recommendations (from professors or associate instructors who have taught you in class)
- An agreement and release form that is electronically signed by you and a parent/guardian (if you are a dependent)
- Emergency contact information
5b. Additional Forms

Your program’s application may require:

- An official IU transcript
- Official or unofficial transcripts from any other institution where you have earned college credit
- Resume or Curriculum Vitae
- Professional Reference
- A scan of your passport
- Passport-style photos
- An additional application for a co-sponsoring organization like CIEE, IES, or a local university you will attend as part of the program.
6. Submitting the Application

- Once all required forms are complete you can click “Submit Online Application.”
- Items that must be verified by staff will appear as “pending review.” These items will be checked within a few days.
- Our staff will contact you if there are any problems with your application.
Note that programs have no limit for enrollment unless otherwise noted. Qualified applicants can expect to be accepted.

**Decisions are made within 4-6 weeks of the application deadline. You will be notified by email.**

In the event that you are not selected to participate in a program, our staff can advise you on suitable alternatives.
After the screening committee has recommended you for participation in a program, you will have at least one week to confirm your intention to participate in the program and to pay the $500, non-refundable prepayment.

Pre-payments are made directly to Overseas Study through IU Pay Plus. A parent or guardian can make the pre-payment on your behalf.
9. Pre-departure Requirements

After you have confirmed your participation and made your pre-payment, programs may require a few final forms before you depart.
Students must attend a mandatory orientation meeting for their program. Students on co-sponsored programs also complete an online orientation.

Semester and academic-year program participants must schedule meetings with their major advisor and a study abroad advisor.

IUB students must register in a special OVST placeholder course to remain enrolled at IU while they are abroad. Regional campus students will be administratively registered.
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“From I to U” Study Abroad Blog: http://iuoverseas.wordpress.com/