

NON-AFFILIATED STUDY ABROAD PROGRAMS

How to Apply and Next Steps

1. Register In our system

- a) **First, register your program interest** in the Ithaca College online registration system by going to the following link: tinyurl.com/ICnonaffil. Note that registration for Summer and Fall 2021 will not open until mid-semester of Fall 2020.
- b) Click on the Register/Apply button. You will be asked if you would like to create an application. Click **OK**.
- c) **Next, you will be asked to indicate how you will be logging in.** Choose the “I have a username and password” radio button, then log in using your **Ithaca College Netpass username** (e.g., bsmith) **and password**. NOTE: Do **not** use your full Ithaca College email address as your username.
- d) **Choose the term** that you plan to study, enter the start date and the end dates of your program, then the scroll down to find and select the city in which our program will take place, click the Add to Itinerary button and then the apply button at the bottom of the page. This will bring you to your **Program Registration** page. Click on the active links and carefully read the instructions on how to complete these requirements. **If you encounter problems**, or have any questions regarding this process, please email the Office of International Programs at studyabroad@ithaca.edu or call 607-274-3306.

Hint: You can access your application in Terra Dotta at any time to continue working on required materials or to track progress by going to the main log-in page: tinyurl.com/ICstudyabroad-login.

2. Apply to your program

- a) **In addition to completing the Ithaca College study abroad registration requirements (above), ALL students must complete the application requirements of the study abroad institution/organization. CONTACT THE PROGRAM DIRECTLY FOR PROGRAM RELEVANT APPLICATION INSTRUCTIONS.**
- b) **Often, application requirements will include the submission of your official transcript.** Information about transcripts is available at ithaca.edu/academics/registrar/registrar-services/transcripts. NOTE: many programs will accept electronic copies of transcripts when sent directly by the Office of the Registrar – check with your affiliated program sponsor to find out if this is an option for the program to which you are applying. Instructions for ordering an electronic transcript to be sent directly to the affiliated program sponsor can be found [here](#).

3. Complete the IC post-decision requirements

- a) **After being accepted to your study abroad program, schedule a meeting with Student Financial Services (SFS)** by emailing sfs@ithaca.edu or calling (607) 274-3131. You must provide a copy of the program costs to SFS in order to schedule this meeting. Note: Even if you do not receive scholarships, grants, or loans, this meeting is still required. Your financial aid advisor will give you a Consortium Agreement form which you must provide during your post-acceptance paperwork meeting with your study abroad advisor (mentioned in the next step).
- b) **After your appointment with SFS, schedule a post-acceptance paperwork appointment with the Office of International Programs.** Go to calendly.com/ic-study-abroad-advising and choose an appointment time. If you aren't able to find an appointment time that works with your schedule (within a two-week time frame), send an email, along with your availability for the next week, to studyabroad@ithaca.edu.
- c) **Attend the mandatory orientation session(s).** The schedule of orientations for students planning to go abroad in either the Summer or Fall of 2021 will be available by early January 2021, with meetings taking place in April/early May. Check back with International Programs for specific dates and times.