

NON-AFFILIATED STUDY ABROAD PROGRAMS

IC Policies & Application Instructions

1. Register in our system

- a) **First, register your program interest** in the Ithaca College online registration system, Terra Dotta, by going to the following link: bit.ly/IC-SA-nonaffil-app.
- b) Click on the Register/Apply button. You will be asked if you would like to create an application. Click **OK**.
- c) Log in using your **Ithaca College Netpass username** (e.g., bsmith) and **password**.
- 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 your program will take place. Click the “Add to Itinerary” button and then the “Apply” button at the bottom of the page.

You will then be brought 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.

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: bit.ly/ICstudyabroad-login

2. Apply to your program

- a) In addition to completing the Ithaca College study abroad registration requirements in Terra Dotta (above), **ALL students must complete the application requirements of the study abroad institution/organization**. Consult the study abroad program’s website or contact the program directly for additional application instructions.
- b) **Often, application requirements will include the submission of your official transcript**. Information about ordering official transcripts is available at bit.ly/ICRegistrar-transcripts. NOTE: many programs will accept electronic copies of transcripts when sent directly by the Office of the Registrar – check with your non-affiliated program sponsor to find out if this is an option for the program to which you are applying. Some programs will also accept an unofficial copy of your transcript, which can be accessed via HomerConnect.

3. Complete the IC post-decision requirements

- a) **Schedule a post-acceptance appointment with the Office of International Programs**. Go to bit.ly/IC-SA-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.
- b) **Attend the mandatory orientation sessions**. *All students must attend a series of two, one-hour-long meetings*. The schedule of orientations for students planning to go abroad in either the Summer or Fall of 2024 is below. The orientation schedule for Winter and Spring 2025 will be available in late August 2024.

Meetings will be held synchronously via Zoom, and the recording will be posted in case you can’t attend the synchronous sessions. Session recordings and additional orientation materials will be available to you on Canvas; you’ll be invited to join the Canvas study abroad orientation site by early/mid-April for summer/fall and by early/mid-November for winter/spring. Register for each session by clicking on the active links below, or go to bit.ly/IC-SA-orientations.

ITHACA COLLEGE LOGISTICS
[Tuesday 4/16/24, 12:10-1:05 pm](#)

TRAVELING ABROAD
[Thursday 4/18/24, 12:10-1:05 pm](#)

- c) **Complete all remaining requirements in Terra Dotta and read through all orientation information in Canvas** by no later than May 15 for summer/fall programs and December 15 for winter/spring programs.