

# APPLYING TO THE LONDON CENTER:

1. To start your London Center application using IC's online application system, Terra Dotta, go to:
  - ▶ [bit.ly/London-apply](https://bit.ly/London-apply)
2. Click on the **Register/Apply** button. When asked if you would like to create an application; click **OK**.
3. When asked to indicate how you will be logging in, choose "I have a username and password", then log in using your **Ithaca College Netpass username** (e.g., bsmith) **and password**.
4. Select the term you would like to go abroad and then click on the **Apply Now** button. This will bring you to your **Program Application** page. All of the pre-decision materials that Ithaca College requires are displayed. Click on the active links and carefully read the instructions on how to complete these requirements.
5. All materials requiring you to print a form and gather signatures must be scanned and uploaded to your online application. **Do not turn in hard copies of any materials** to the Office of International Programs (OIP).
6. You do not need to submit a transcript in order to apply to the London Center **unless you are a new transfer student to Ithaca College or have completed the equivalent of at least one full semester of credits at another institution**. In either of these cases, we will need an *official* transcript from the other institution sent to the Office of International Programs. Hard copy or electronic copies are fine, as long as they are sent directly from the transfer institution.
7. **Applications for the London Center are reviewed on a rolling basis, according to the following schedule:**
  - ▶ **Summer term in London:** application deadline is February 15 for internships and March 1 for courses. Complete applications will be reviewed beginning in mid/late-January up through the deadline or until the program is full, whichever comes first.
  - ▶ **Fall semester in London:** application deadline is March 1. Complete applications will be reviewed beginning in mid/late-January up through the deadline or until the program is full, whichever comes first.
  - ▶ **Spring semester in London:** application deadline is September 15. Complete applications will be reviewed beginning in July/August up through the deadline, or until the program is full, whichever comes first. Note that we recommend early application for Spring semesters in London due to high demand.
8. **Essential information about financial documentation required for study in London and visas can be found at [bit.ly/ICLondon-proof-of-finances](https://bit.ly/ICLondon-proof-of-finances)** Read this carefully prior to applying so you will know what will be required.
9. **All accepted students are required to attend the London Center Orientation series of meetings.** Orientations are held synchronously via Zoom. The schedule of orientation sessions for Summer or Fall 2024 in London is below; **Zoom links can be found at [bit.ly/ICLC-orientations](https://bit.ly/ICLC-orientations).**

## **Required Sessions (all students)**

- Thursday 3/21/24, 12:10-1:05 – *London Center Logistics, Academics, and Classwork*
- Tuesday 3/26/24, 12:10-1:05 – *Life, Health, Safety, and Culture in London*
- Thursday 3/28/24, 12:10-1:05 – *London Alumni Panel & Q&A*

**London Center students planning to do an internship or work in London** (also those who are not U.S. citizens or those who plan to stay in London for more than 6 months) must also attend the mandatory **Visa & Internship Orientation**.

- **Summer 2024 students:** Thurs 2/22/24, 12:10-1:05 – *Summer London Internship/Visa Orientation*
- **Fall 2024 students:** Tuesday 3/5/24, 12:10-1:05 – *Fall London Internship/Visa Orientation*

10. A nonrefundable \$500 deposit to confirm your participation will be due approximately 2 weeks after the application deadline.