

# EXCHANGE PROGRAMS

## Application process and next steps

### 1. Apply in Terra Dotta

- a) **First, apply for the exchange program** in the Ithaca College online application system, Terra Dotta. You can search for your program by visiting this link [bit.ly/IC-SA-program-search](https://bit.ly/IC-SA-program-search).

**NOTE:** When you apply to an exchange program, you are first applying via IC Office of International Programs (OIP). Once we accept you, there will be additional application requirements to complete with the host university. These requirements vary depending upon which university you plan to attend. You will be told of these requirements after IC accepts you to the exchange program.

- b) Once you have located the program you plan to apply for, click on the program title, then 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 “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 abroad**, then click on the **Apply Now** button. 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](mailto: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](https://bit.ly/ICstudyabroad-login).

- e) **After being accepted to the exchange program by IC, schedule a meeting with the Office of International Programs (OIP).** Go to [bit.ly/IC-SA-advising](https://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](mailto:studyabroad@ithaca.edu). At this meeting, we will go over the remaining IC requirements as well as the application requirements to the exchange university.

### 2. Apply to the exchange university

- a) **Complete the exchange university application process and provide them with any materials they require.** We will confirm with the exchange university exactly what the application process will be and will provide guidance for completing this step.
- b) **Usually, exchange university application requirements will include the submission of your official transcript.** Information about transcripts is available at [bit.ly/ICRegistrar-transcripts](https://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 exchange program sponsor to find out if this is an option for the program to which you are applying.

### 3. Complete the IC post-acceptance requirements

- a) **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](https://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](#)

- b) **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.