## **Terra Dotta Online Study Abroad Application**

## **PSU Study Abroad**

studyabroad@pittstate.edu

## **Instructions for PSU Students**

 Please go to this site: <u>https://pittstate.studioabroad.com/index.cfm?FuseAction=Abroad.Home</u> You can also go to our Study Abroad Website and click on "online application" <u>https://www.pittstate.edu/international/study-abroad/index.html</u>

Click on "Login" and you will see screen #2:

🕷 Pro	rgrams Deadlines	PSU Study Abroad	LOGIN
	Find a Program	Study Abroad! Join Gorillas Abroad !	
	General info on Study Abroad	This is the online application system for PSU Study Abroad.	
	Unaffiliated Programs	You can search for programs using the PROGRAMS tab above. The advanced search will let you search by country or academic discipline. If you don't sea what you are looking for here, be sure to check out you website for more information: BSI Study Abroad	
	PSU approved Internships	Programs	
	While Abroad	Once you've made a decision about the right program for you, come back to this site when you are ready to apply. You are also welcome to make an advising appointment in Whitesitt 118, studyabroad@bittstate.edu	
	Announcements		
	There are no announcements	If you have already started your application click above on LOG IN, then APPLICANT HOME, and then the program name to access your checklist.	
		If you are interested in a PSU FACULTY-LED program, you need to apply to the faculty leader first. Please fill out the appropriate application form below. After you receive an email from the Study Abroad Coordinator, you will then complete the rest of your application here.	
		Faculty-Led Program Student Application	
		Faculty-Led Program Community/Faculty Member Application	

2. Please click on "Log in with Campus ID" and you will be directed to screen #3.

Log in with Campus ID Log in with Portal Account
New User? Create Account

3. Please use your PSU id and password.

	Pittsburg State University
•	By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's Acceptable Use Policy Enter your PSU Username (or PSU ID for students) and Passwort
	vassword.
	Password Keep me signed in
	Sign in
a strength	Forgot PSU Unified Password
A STATE	If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.

4. <u>If you have previously used Terra Dotta for a study abroad program</u>, you will be directed to an "Applicant: Home" page (#6 below).

5a. <u>If you have never used Terra Dotta before or never applied to a program</u>, you will be prompted to complete Profile information first.

- a. Follow the instructions on the screen to complete the profile information. You will only need to do this on your first access. Required fields will be marked with an asterisk or the heading will be red.
  - Date of birth: It is important that you add your date of birth to your profile.
     When completing the signature documents, you will be requested to have someone cosign if your DOB is not recorded or if you are under 18.
  - ii. Major field
  - iii. Year
  - iv. US citizen: yes or no
  - v. Phone number: please use your cell (this number will only be used if we are unable to reach you via email)
  - vi. Required addresses: please complete this section for your file and for emergency contacts.

5b. <u>If you have applied to a program before</u>, you will see the screen in step #6. You can update your Profile at any time under the "Profile" tab. It is important that you add your date of birth to your profile. When completing the signature documents, you will be requested to have someone cosign if your DOB is not recorded or if you are under 18.

6. After completing your profile, you will see the screen below. Please click on "Find program."



7. Click on "Simple Search"



8. On the screen below, please make sure the drop-down box says "Outgoing." You will search for a program under "Program Name."

	(antipie)					
PSU approved Internships	Lise this form to find programs quickly ba	Lies the farm to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search				
While Abroad	Abroad					
Announcements	Olaura la Opposita					
There are no approximately						
	Simple Search form fields can be used in combination to find programs that match all selected criteria.  Show: Outgoing					
	Program Name	Term				
		Any		\$		
	Type any search words above, or to sear match, use double quotes (") around you	ch for an exact ir search string.				
	City	Country	Region			
	Any \$	Any	\$ Any	\$		
	el					

9. You will see a list of possible programs and please click on the correct program link. If you do not see your program appear, please email <a href="studyabroad@pittstate.edu">studyabroad@pittstate.edu</a>

ind a Program		anah Man Saarah		
ieneral info on Study Abroad	Programs List All Simple Search Advanced Search Peatured Programs Course S	earch Map Search		
Inaffiliated Programs	Search (results)			
SU approved Internships				
Vhile Abroad	Following is the list of programs based on the search criteria. Click any program name to view details or to apply.			
Announcements	You searched for Community/Faculty Member programs within any term that have the word(s) Fuchs in the	a program name		
There are no announcements	sorted by Program name in ascending order.	, programmanno,		
	Program search results			
	Program Name 🛧	Save/Share		
	Italy & France Dr. Fuchs Dr. Moots-Comm/Fac Member			

10. If the term and year of the program are correct, click on "Apply Now."



11. Select the appropriate term from the drop-down box and click "Continue."

	Program Ont	tions			
Flogran Options					
Please select program options before continuing.					
Select Term * Spring 2022			•		
Canc	el	Continue			

12. You will then be in your application for the program. Please complete the steps as listed by clicking on "Get Started."

- a. If you did not use your PSU id to sign in, you will be prompted to complete a "Verification Form." If you used your PSU id, you should not see this box/form.
- b. Please complete all requirements and submit your application when finished.

	A Requirements 2 Program in	PSU Study Abroad		
Application deadline: 10/01/2021	Instructions	×		
Start date: 03/11/2022 💼 End date: 03/21/2022 💼 View program	Please complete all pre-decision and post any questions, please email studyabroad	Please complete all pre-decision and post-decision application requirements. If you have any questions, please email studyabroad@pittstate.edu.		Internet and Annual State
	Online application	Verification Form	Get Started!	

14. You can logout and return to this program at any time. When you login (step #1), you will automatically see the Applicant: Home screen.

Please note that you will always "Log in with Campus ID." Click on your program to continue the steps.



Please don't hesitate to ask the Study Abroad Coordinator, Angela Moots, if you have any questions! <a href="mailto:amoots@pittstate.edu">amoots@pittstate.edu</a> Thank you for supporting PSU Study Abroad!