

Study Abroad Online Application Instructions

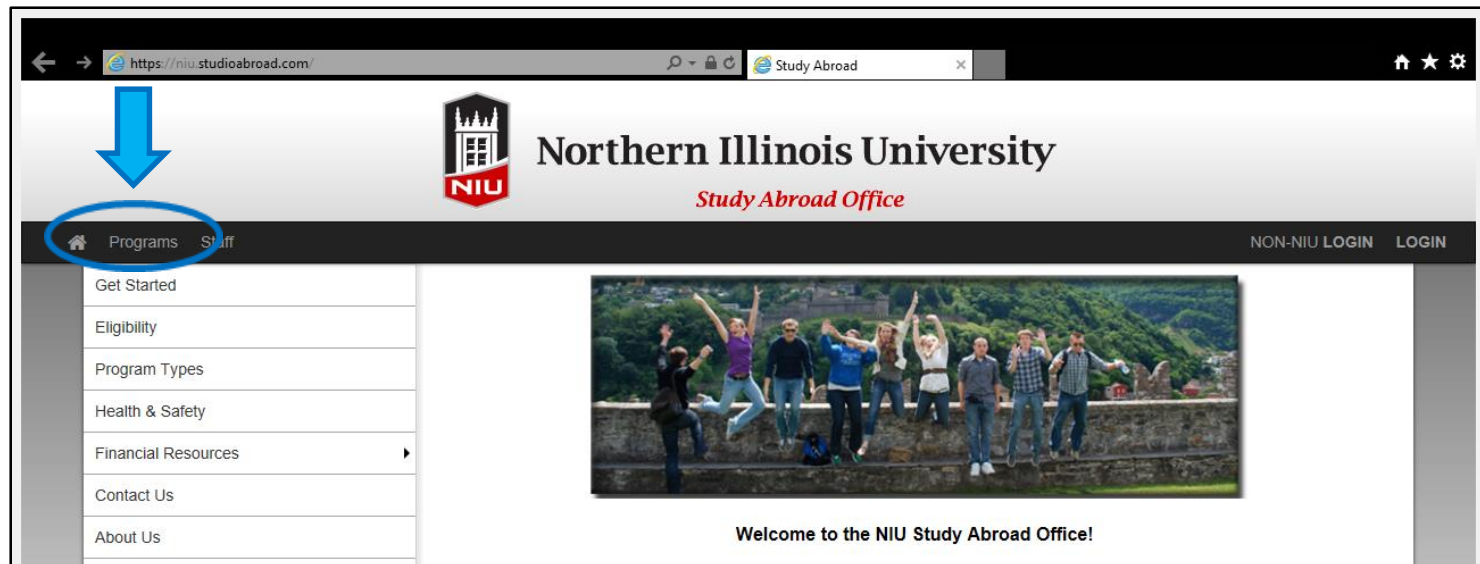


Northern Illinois University

Study Abroad Office

Getting Started

- Log on to <https://niu.studioabroad.com/>
- Works best with Firefox and Safari (Google Chrome will not allow for initial set-up within the website).
- To search for a program, click the **Programs** tab at the top left of the page.



Programs : Search (advanced) List All Simple Search Advanced Search Featured Programs Map Search

Use the form below to search for programs based on one or more criteria. **The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking.** When values are selected from more than one list box, programs are returned that match the criteria from all the list boxes selected. However, multiple selections from within a list box will return results that fit any of the selections within that list box. If searches are not yielding enough results, try reducing the number of list boxes you select from.

Program Search:

Program Name:

Show: Outgoing ▼

Location / Term:

City: Any ▼
Accra
Adelaide
Agen

Country: Any ▼
Any
Argentina
Australia

Region: Any ▼
Africa
Any
Asia

Term: Any ▼
Academic Year
Fall
Multi Summer Session

Partner Institution(s): Any ▼
University of Applied Sciences Wien



Program Search

- You can search by program name, city, country, region, or term.
- You can also search by parameters: area of study, program type, class eligibility, housing options, language of instruction, and program provider.
- After you have selected your search options, click ***Search*** at the bottom of the page.



Parameters:

Area of Study: Any ▼
Accountancy
Allied Health and Anthropology

Program Type: Any ▼
Cosponsored
Faculty Directed
Internship Abroad

Class Eligibility: Any ▼
Freshman
Graduate Student
Junior

Housing Options: Any ▼
Apartment
Cabin on Ship
Dormitory

Language of Instruction: Any ▼
American Sign La
Arabic
Catalan

Program Provider: Any ▼
AIFS
AUC
CEA

Minimum GPA: Any ▼

Language Prerequisite: Any ▼

Sort Options:

Sort Results By: ☒ Program Name ☐ City ☐ Country ☐ Region

Order: ☒ Ascending ☐ Descending

Search Cancel

Program Search Continued

- You will then see the available programs based on your search parameters.
- Click on the link of the program of your choosing.

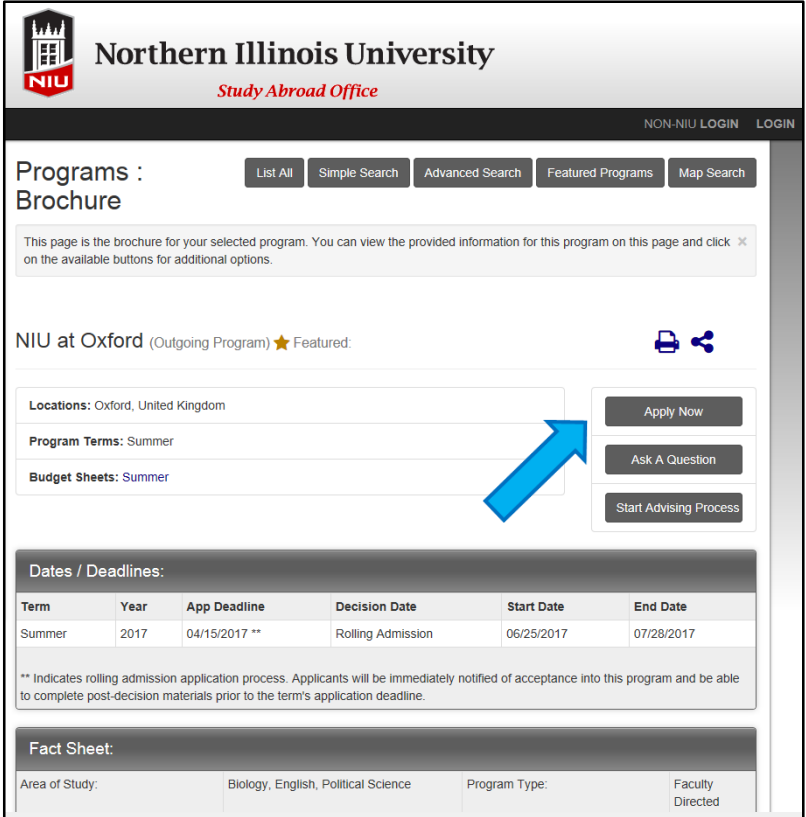
The screenshot displays the Northern Illinois University Study Abroad Office website. The header includes the NIU logo and the text 'Northern Illinois University Study Abroad Office'. A navigation bar contains links for 'Programs', 'Staff', 'NON-NIU LOGIN', and 'LOGIN'. A left sidebar lists various resources like 'Get Started', 'Eligibility', 'Program Types', 'Health & Safety', 'Financial Resources', 'Contact Us', 'About Us', and 'NIU Home'. Below this is an 'Announcements' section with a link to 'Study Abroad 101'. The main content area is titled 'Programs : Program Search (results)' and includes buttons for 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', and 'Map Search'. A message states: 'Following is the list of programs based on the search criteria. Click any program name to view details or to apply. If you would like to request information from our staff about programs matching the search criteria you have selected, use the Request Info button.' Below this, a blue box indicates the search criteria: 'You searched for **Outgoing** programs within any term, that is in the city of **Oxford**, that is in the region of **Europe**, sorted by **Program Name** in ascending order.' A 'Request Info' button is present. The 'Program search results' section shows a table with columns: 'Program Name', 'City', 'Country', 'Region', and 'Save/Share'. The table lists two programs: 'IAU- 1 Term' and '★ NIU at Oxford'. A large blue arrow points to the '★ NIU at Oxford' link. Below the table is a '★Featured Programs' section. The footer contains the NIU logo and contact information for the Study Abroad Office.

Study Abroad Office
Northern Illinois University Williston Hall 417 DeKalb, IL 60115
niuabroad@niu.edu phone: 815.753.0700 fax: 815.753-0825

Program Brochure Page

- This page lists information about the program, including a brief description, date, and price.
- On the right, click the **Apply Now** button.
- “You are about to create an application. Are you sure you wish to do this?”

*By clicking **OK**, you are officially applying to the program. If you are not sure about the program, please create an advising application.



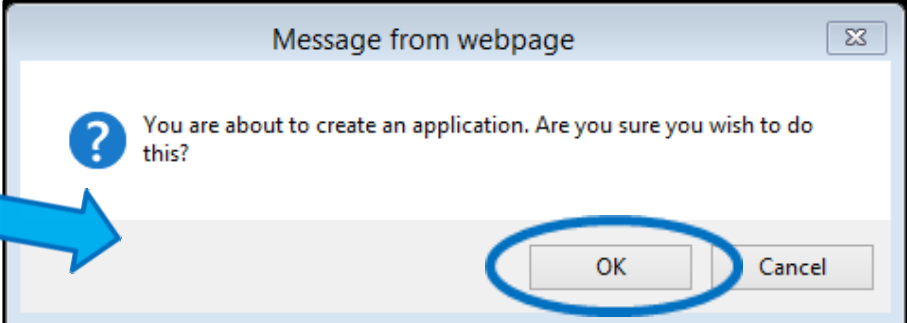
The screenshot shows the Northern Illinois University Study Abroad Office website. The header includes the NIU logo and the text "Northern Illinois University Study Abroad Office". Below the header, there are navigation links: "List All", "Simple Search", "Advanced Search", "Featured Programs", and "Map Search". The main content area is titled "Programs : Brochure" and contains a message: "This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options." Below this, the program "NIU at Oxford (Outgoing Program) ★ Featured:" is listed. The program details include "Locations: Oxford, United Kingdom", "Program Terms: Summer", and "Budget Sheets: Summer". On the right side of the program details, there are three buttons: "Apply Now", "Ask A Question", and "Start Advising Process". A blue arrow points to the "Apply Now" button. Below the program details, there is a "Dates / Deadlines:" section with a table showing the application timeline.

Term	Year	App Deadline	Decision Date	Start Date	End Date
Summer	2017	04/15/2017 **	Rolling Admission	06/25/2017	07/28/2017

** Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

Below the table, there is a "Fact Sheet:" section with the following information:

Area of Study:	Program Type:
Biology, English, Political Science	Faculty Directed



The screenshot shows a "Message from webpage" dialog box. The message text is: "You are about to create an application. Are you sure you wish to do this?". There are two buttons at the bottom: "OK" and "Cancel". A blue arrow points to the "OK" button, which is also circled in blue.

Creating An Account Continued

*If you have a MyNIU login, please select the first option. The site will then be directed to the main MyNIU login screen.

The screenshot shows the Northern Illinois University Study Abroad Office website. At the top is the NIU logo and the text 'Northern Illinois University Study Abroad Office'. Below this is a navigation bar with 'NON-NIU LOGIN' and 'LOGIN' links. The main content area is titled 'Security : User Identification Wizard: Step 1'. It contains a message box stating: 'In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.' Below this is a section titled 'Please indicate how you will be logging in:' with three radio button options: 'I have a MyNIU username and password.', 'I have login credentials to this site that I received by email.', and 'I do not have login credentials to this site.' At the bottom right of the form is a 'Submit' button.

Northern Illinois University
Study Abroad Office

NON-NIU LOGIN LOGIN

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. x


Please indicate how you will be logging in:


- ☐ I have a MyNIU username and password.
- ☐ I have login credentials to this site that I received by email.
- ☐ I do not have login credentials to this site.

Submit

Creating An Account Continued

*The existing user login screen looks like this.



 **Northern Illinois University**
Study Abroad Office

Student Test

Get Started
Eligibility
Program Types
Health & Safety
Financial Resources
Contact Us
About Us
NIU Home

Announcements

Social Media
Don't forget to share your photos and experiences with us by using #niustudyabroad on Facebook, Twitter and Instagram.
[View All](#)

Security : Login (existing user)

To login, please enter your username and password in the form provided below. ✕

Please log in:

Username:

Password:

[Follow this link to reset your password](#)

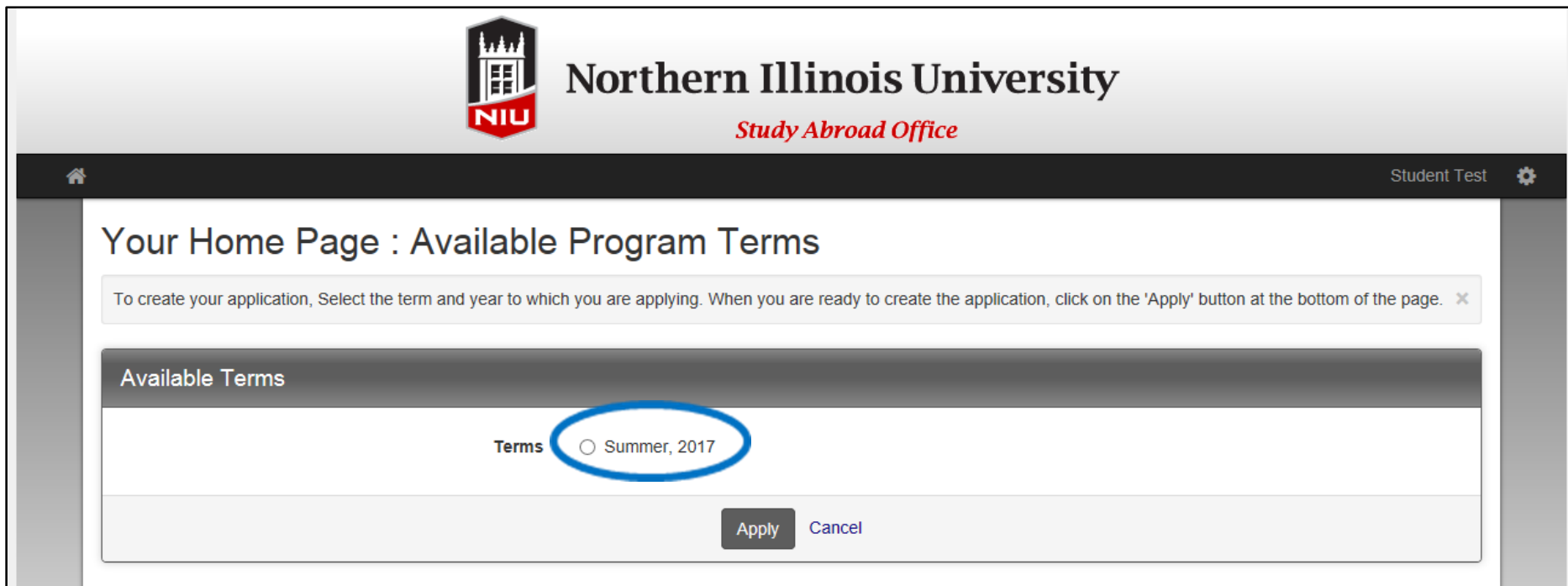
Are You A First Time User?
If you have never previously logged into this site, click the link which describes the type of user that you are:
[Applicant](#)
[Recommender](#)
[Reviewer](#)
[Staff](#)

New NIU Applicants can use their NIU username and password to login.

New non-NIU Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Program Terms

- If your program has multiple terms available, please select the term for which you wish to apply (fall, spring, summer, etc.), then click ***Apply***.



The screenshot shows the Northern Illinois University Study Abroad Office website. At the top is the NIU logo and the text "Northern Illinois University Study Abroad Office". Below this is a navigation bar with a home icon, "Student Test", and a settings gear. The main heading is "Your Home Page : Available Program Terms". A message box states: "To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page." Below this is a section titled "Available Terms" with a table. The table has a header "Terms" and one row with a radio button and the text "Summer, 2017". The radio button is circled in blue. At the bottom of the form are "Apply" and "Cancel" buttons.

Northern Illinois University
Study Abroad Office

Student Test

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page. ✕

Available Terms
Terms <input type="radio"/> Summer, 2017

Apply Cancel

Program Application Page

- Basic Program Application Information (program name, term, deadline to apply, program dates)



- Application Instructions



Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

- Submit Application -

Student Application Test	
Program:	NIU at Oxford
Term/Year:	Summer, 2017
Deadline:	04/15/2017
Dates:	06/25/2017 - 07/28/2017

Application Instructions

Step One (Non-NIU students only):

- Complete and turn in Signature Verification Form (SVF) along with a copy of your state issued ID. These documents can be emailed to niuabroad@niu.edu.
- Once your SVF has been verified and checked off, your electronic signature documents will be made available in your application.

Step Two:

- Upload a profile picture in your application.
- Complete all questionnaire and signature documents.
- Turn in 2x2 photos (for internal record keeping). You can also come into the Study Abroad Office to have your photos taken. The cost is \$5.00 for two photos. If you need photos for your passport application, you will need to purchase additional photos.

Step Three:

- Submit your completed application.

Signature Verification	
Title	Received
Signature Verification Form	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign these documents to indicate your agreement and understanding.

Title	Received
Application Fee/Deposit for a program	<input type="checkbox"/>
Release of Disciplinary Records and Information Form	<input type="checkbox"/>
Release of Personal Education Record Information	<input type="checkbox"/>
Student Application Agreement	<input type="checkbox"/>

Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

Material Submissions

Program Application Page

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

[- Submit Application -](#)

Student Application Test

Program:	NIU at Oxford
Term/Year:	Summer, 2017
Deadline:	04/15/2017
Dates:	06/25/2017 - 07/28/2017

Application Instructions

Step One (Non-NIU students only):

- Complete and turn in Signature Verification Form (SVF) along with a copy of your state issued ID. These documents can be emailed to niubroad@niu.edu.
- Once your SVF has been verified and checked off, your electronic signature documents will be made available in your application.

Step Two:

- Upload a profile picture in your application.
- Complete all questionnaire and signature documents.
- Turn in 2x2 photos (for internal record keeping). You can also come into the Study Abroad Office to have your photos taken. The cost is \$5.00 for two photos. If you need photos for your passport application, you will need to purchase additional photos.

Step Three:

- Submit your completed application.

Signature Verification

Title	Received
Signature Verification Form	<input type="checkbox"/>

Signature Documents

Click and following to view and digitally sign these documents to indicate your agreement and understanding.

Title	Received
Application Fee/Deposit for a program	<input type="checkbox"/>
Release of Disciplinary Records and Information Form	<input type="checkbox"/>
Release of Personal Education Record Information	<input type="checkbox"/>
Student Application Agreement	<input type="checkbox"/>

Your signature verification form has not yet been received. Signature documents cannot be signed online until this form is provided.

Material Submissions

- Signature Verification (must be turned into the office if you are a non-NIU Student)
- Signature Documents (can be “signed” online once signature verification form has been turned in)
- If you are an NIU Student, you can sign all the signature documents without turning in a signature verification form.

Program Application Page Continued

Step Three:

- Submit your completed application.

After all items on your checklist have been completed or submitted to the Study Abroad Office your application will be reviewed by the SAO staff. Please allow 14 days for notification of acceptance to the program. You will be notified of your status through your online application.

Material Submissions

Click the following to view the instructions for each form. Some forms or materials will need to be physically submitted to the NIU Study Abroad Office.

Title	Received
2 (2x2) Sized Photos	<input type="checkbox"/>

Announcements

Study Abroad 101
Find out how you can find the best program for you by attending Study Abroad 101 info session.
[\[View Details\]](#)

Social Media
Don't forget to share your photos and experiences with us by using #niustudyabroad on Facebook, Twitter and Instagram.

Are you Blogging While Abroad?
If you are considering blogging while abroad, let us know, we would love to follow you! Email niuabroad@niu.edu with the details and the link to your blog.

[View All Announcements](#)

Application Questionnaires

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
Additional Information	<input type="checkbox"/>
NIU at Oxford Course Preferences	<input type="checkbox"/>
Personal Statement	<input type="checkbox"/>
University Honors Student	<input type="checkbox"/>

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Oxford, United Kingdom (Europe)

Start Date: 06/25/2017
End Date: 07/28/2017


- Things that need to be submitted in person will be noted here (otherwise the majority of the application is digital!)
- Complete these questionnaires **ONLINE!**
- Study Abroad Program Itinerary (dates of departure and return)

- Please note our Study Abroad 101 informational sessions and our social media accounts! You can follow us on Facebook, Twitter, Instagram, YouTube, and Pinterest!

Signature Verification Form (NON-NIU Applicants Only)

- Click on the Signature Verification Form link. A pop-out window will appear. Print this form and bring it to the office with a form of ID. This completed form can also be scanned and emailed with a copy of your ID.

*Signature Documents cannot be “signed” until the Signature Verification Form has been completed, received, and checked off in the system by Study Abroad Office staff.



Northern Illinois University
Study Abroad Office

Signature Verification Form

PrintClose

The online application process involves electronic signatures. By completing this form, you will be able to use an electronic signature for the remainder of the application process. In order to verify your identity, we require this form along with a photocopy of one of the acceptable forms of identification listed below. The passport is the preferred ID since we will be requesting a copy of it after you have been accepted into the program. Please print this form, complete it, sign it, and return, along with a copy of your ID, to our office. *Please also indicate to which program you applied. Forms can be received by scan, email (NIUAbroad@niu.edu) or in person at the Study Abroad Office:

Study Abroad
Northern Illinois University
Study Abroad Office
Williston Hall 417
DeKalb, IL 60115

Name: _____
Gender: _____
Date of birth: _____
Email: _____
Signature: _____

Student Application Test
Female

I have attached a copy of one of the following forms of identification:

Passport

Driver's licenses

State-issued ID

Signature Documents

- Once your Signature Verification Form (NON-NIU Applicants Only) has been received and checked off in the system, that task will disappear from your Program Application Page.
- You will then be able to click on each Signature Document link and digitally “sign” it.
- ***You DO NOT need to print out these forms and bring them to the office! Only print for your own records, if needed.***

Signature Documents

- Please read all Signature Documents carefully and thoroughly! They are legal documents.
- After digitally “signing,” a pop-up window will appear and you will select ***Accept***.

Material Submissions


- Material submissions need to be turned into the Study Abroad Office in person in most cases.
- Passport-sized photos can be taken in office. The link to this portion of the application will provide instructions.
- ***All documents, materials, and questionnaires will appear with a check mark when completed in the system.***

Signature Documents	
Click the following to view and digitally sign these documents to indicate your agreement and understanding.	
Title	Received
Application Fee/Deposit for a program	<input checked="" type="checkbox"/>
Release of Disciplinary Records and Information Form	<input checked="" type="checkbox"/>
Release of Personal Education Record Information	<input checked="" type="checkbox"/>
Student Application Agreement	<input checked="" type="checkbox"/>

Material Submissions	
Click the following to view the instructions for each form. Some forms or materials will need to be physically submitted to the NIU Study Abroad Office.	
Title	Received
2 (2x2) Sized Photos	<input checked="" type="checkbox"/>

Application Questionnaires	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Additional Information	<input type="checkbox"/>
NIU at Oxford Course Preferences	<input type="checkbox"/>
Personal Statement	<input type="checkbox"/>
University Honors Student	<input type="checkbox"/>

“Additional Information” Questionnaire

 **Northern Illinois University**
Study Abroad Office

Applicant ▾ Student Test

Application Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

Additional Information

Applicant Name:	Student Application Test
Program:	NIU at Oxford in Oxford, United Kingdom
Term of Study:	Summer, 2017

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Additional Information:

(*) Indicates the question is required.

1. How did you become interested in this study abroad program? (*)

Academic Advisor
Bus Sign (External)
Classroom Visit
Direct Mail

2. Do you have knowledge of a foreign language? (*)

Please select one ▾

3. Have you traveled, lived or studied abroad before? (*)

- Complete all questionnaires honestly. You can save and come back to these questionnaires at another time.
- Once completed, click **Submit** at the bottom of the screen.

“Course Preferences” Questionnaire

- This form may appear differently depending on program. Read instructions carefully.
- Complete all questionnaires honestly. You can save and come back to these questionnaires at another time.
- Once completed, click **Submit** at the bottom of the screen.

⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

NIU at Oxford Course Preferences:

Instructions:
(To enroll in multiple courses hold down the 'Ctrl' key and select courses with left-click on mouse)

(*) Indicates the question is required.

1. NIU at Oxford Course Preferences (*)

Please select TWO courses. (There is a limit of two courses unless you have permission from Prof. Holbrook, College Coordinator, to enroll in three courses.) All courses are 3 semester hours unless otherwise designated. To select more than one course please hold the CTRL button while clicking on the course.

*Please note there are two sections of ENGL 400 being offered. Please make sure you select the correct course. Please contact the Study Abroad Office if you have any questions.

I have read the study abroad program description and wish to be enrolled for the following NIU credit:

BIOS 101 Plant Products and Human Affairs (3hrs)
BIOS 305 Biology of Land Plants (4hrs)
BIOS 411 Plant Physiology (4hrs)
BIOS 493A Topics in Biology: Physiology (3hrs)

⬆
⬇
⬆
⬇

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Save

Submit

Cancel

“Personal Statement” Questionnaire

- It may be wise to write your personal statement in a word processing software, and then copy/paste it into this questionnaire.
- Click ***Submit*** when completed.


⚠ WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.















Personal Statement:

Instructions:
Please type a 300-word essay concerning your personal, academic and professional goals and your reasons for studying overseas. Include your personal and academic experiences that have influenced your decision to study abroad, or that you feel have prepared you to live and study in a foreign environment.

(*) Indicates the question is required.

1. Personal Statement (*)

Font Size Format 

Blah blah blah blahhhhhhh. Blah blahhh, blahhhhhhhhhhhhhhhhhhhhhhhhhhhhhhh blah blah.


body

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.**

Save **Submit** Cancel

Submitting Your Application

- Once all of your documents and questionnaires are completed and checked off, you can click **Submit Application** at the top of your **Program Application (Pre-Decision)** page.

**Northern Illinois University**
Study Abroad Office

Applicant ▾Student Test

Program Application Page (Pre-Decision)

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- Submit Application -

Student Application Test

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Term/Year:	Summer, 2017
Deadline:	04/15/2017
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Student Application Agreement	<input checked="" type="checkbox"/>

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Title	Received
2 (2x2) Sized Photos	<input checked="" type="checkbox"/>

Application Questionnaires

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