

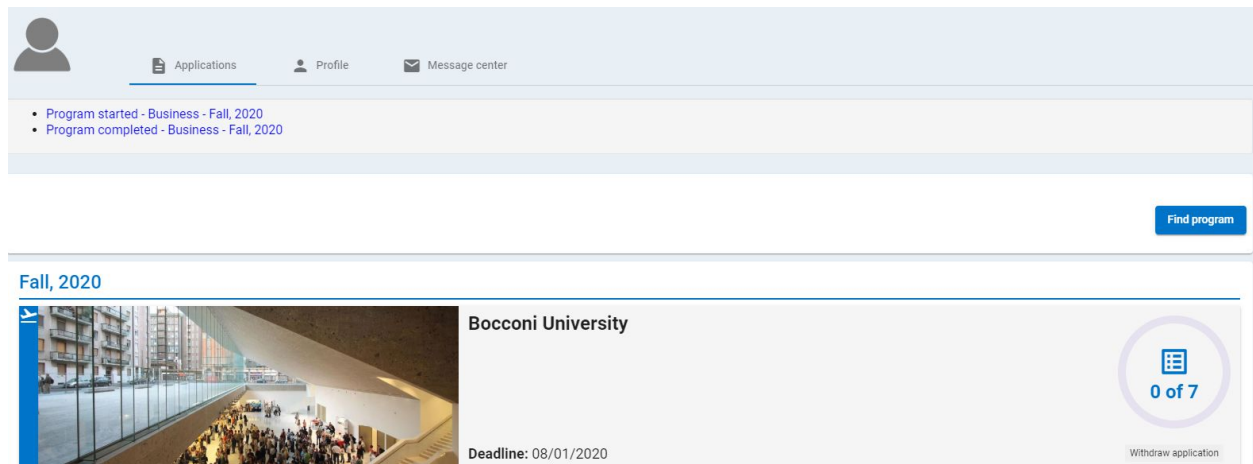
Sample: Overview of New UI for Students

Welcome to the new look and feel of the **Terra Dotta University** application/registration system for international travel. The information below gives an overview of how your application will look in the new interface.

Applicant Home

Your applicant home page has three tabs: Applications, Profile, and Message Center.

- The Application tab will show any open applications as well as any historical applications. Historical applications will be minimized. Each application has a progress meter showing how many required items for the application have been completed. In the screenshot below, 0 of 7 items have been completed.
- The Profile tab will allow you to enter your mobile number, upload a photo of yourself, and see other data about your user account.
- The Message Center houses all email messages that have gone out to you.



Application/Registration

To view any specific application/registration, just click on the name of the program. In the example from the screenshot above, this would be “Bocconi University.”



Requirements 2

Instructions ×

Complete all items until the progress circle is closed. Contact studyabroad@eiu.edu for questions.

[Get Started!](#)

Online application

- Application questionnaire
- Assumption of Risk & Release
- Authorization and Agreement
- Bocconi Application Fee
- General recommendation required
- Official Transcript
- Travel Documents

To begin completing required elements for the application, just read the instructions and click the 'Get Started!' button. The first element in the list will automatically open.

Some application requirements are questionnaires, where questions must be answered. An example is shown below. If you wish to complete part of a questionnaire and come back and work on it later, be sure to click the 'Save' button before you leave the questionnaire. If you complete the questionnaire and are ready to Submit it, click the 'Done' button.

General Information

1) Where/How did you first hear about study abroad opportunities? (REQUIRED)

2) Have you been abroad before? (REQUIRED)

If yes, what countries have you visited, for how long, and for what purpose?

Yes No

3) Please select which foreign languages you have studied. (REQUIRED)

4) If you selected 'Other' to the question above regarding foreign languages, please provide details.

0 / 4000

5) How important is it that you use and improve your language skills while abroad? (REQUIRED)

Save

< Part 2 of 2

Done

Some application requirements require you to read a statement or policy and then sign it. An example is shown below. Simply read the provided statement or policy carefully, and then click the 'Sign' button at the bottom right.

Authorization and Agreement

By signing this signature document, I understand that the Office of Global Education will access disciplinary and academic records to determine the eligibility of my application. Information obtained from this research will be used to complete any required forms needed for my application.

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

 Sign

Some applications may require a recommendation from a faculty or staff member. To begin the process of requesting a recommendation, type the name or email address of your preferred

recommender into the Directory Lookup section.

Online application

General recommendation required

Here are instructions:

Directory lookup

Name or email address

Search

A list of possible matches will then appear.

Online application

General recommendation required

Here are instructions:

Directory lookup

Name or email address

Smith

Search

	Name	Email
<input type="radio"/>	Nesmith, David	dknesmith@studioabroad.com
<input type="radio"/>	Smith, Jane	jksmith@studioabroad.com
<input type="radio"/>	Smith, Mateo	mateo@example.com
<input type="radio"/>	Smith, Michelle	mrsmith@studioabroad.com
<input type="radio"/>	Smith, Sunny	sunny@example.com
<input type="radio"/>	Recommender not listed	

 Search again

 Send request

You will then have the choice to confirm your selection of recommender, as well as type a few notes to that recommender regarding what courses you may have taken or any other notes. These sections are optional. Then you must choose whether to waive your right to read the submitted recommendation before sending the request using the gray button at the bottom left.

General recommendation required

Here are instructions:

Directory lookup

Name or email address

Smith

Search

	Name	Email
<input type="radio"/>	Nesmith, David	dknesmith@studioabroad.com
<input checked="" type="radio"/>	Smith, Jane	jksmith@studioabroad.com
<input type="radio"/>	Smith, Mateo	mateo@example.com
<input type="radio"/>	Smith, Michelle	mrsmith@studioabroad.com
<input type="radio"/>	Smith, Sunny	sunny@example.com
<input type="radio"/>	Recommender not listed	

If applicable, list previous course(s) taken with this professor and correspondi...

Italian 101

Additional information

Please recommend me for the Bocconi University program.

I waive any right I may have to read or obtain copies of the recommendation which I am requesting:

Yes No

Search again

Send request

As you complete each required item, your progress meter at the top reflects how many requirements you have completed, and a small red circle indicates how many required items are still remaining. The example shown below, this applicant has completed 3 of 7 required elements and has 4 remaining requirements.



Requirements 4

Instructions ×

Complete all items until the progress circle is closed. Contact studyabroad@auu.edu for questions.



Online application

- Application questionnaire

As each element is completed, a small green check mark appears next to it, and then it is moved down to the bottom of the page to the Completed requirements section, as shown below.

Completed requirements

Type	Name	Date Submitted	Actions
	Official Transcript	07/07/2020	
	Authorization and Agreement	07/07/2020	
	Assumption of Risk & Release	07/07/2020	
	Application questionnaire	07/07/2020	

When all required elements have been completed, a button to submit your application appears at the top, immediately above the progress meter. Your application is not complete until this button is clicked.



 Requirements

You have completed all the current requirements for this application. It is ready to be submitted to the office.

[Submit your application](#)

Show Instructions 