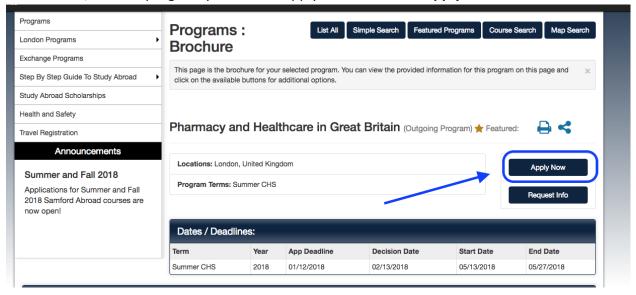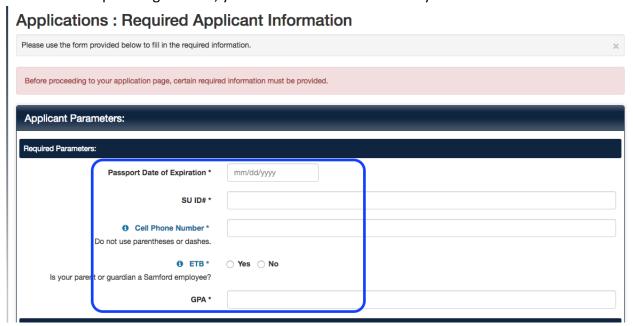# Study Abroad Step-by-Step Application Guide

1. To begin an application, go to the [Samford Study Abroad page](#).
2. Select the **Programs tab** located on the left side of the homepage to view Samford's currently offered study abroad courses.
3. Next, select a program you wish to apply for and hit the **'Apply Now'** button.

4. If you do not already have login credentials you can create them by selecting **'I do not have login credentials'** and completing the account registration.
5. To complete registration, you will need to fill out a variety of information.

If you do not currently have a passport, enter in a placement expiration date like 01/01/0001 that can be changed after you receive your passport.

6. Next, you will need to fill out your **address information, your mothers, and two emergency contacts**.

7. Once you have filled out all of the required fields correctly, select **'Save'** at the bottom of the page to proceed to the next step.

8. With your registration complete you will be able to access the Pre-Decision homepage for your Study Abroad program.

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 ✕

GEO Student Worker	
Program:	**Pharmacy and Healthcare in Great Britain**
Term/Year:	Summer CHS, 2018
Deadline:	01/12/2018
Dates:	05/13/2018 - 05/27/2018

Announcements
Summer and Fall 2018 Applications for Summer and Fall 2018 Samford Abroad courses are now open!
View All Announcements

Signature Verification	
Title	**Received**
Signature Verification Form	☐

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	**Received**
Deposit	☐
Valid Passport	☐

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	**Received**
Cancellation Policy, Summer and Fall	☐
Eligibility Requirements	☐
Medical Consent	☐

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

9. To complete your application, you are required to submit a **Signature Verification form, a Deposit, a Valid Passport, and a variety of Signature Documents.**

10. To submit your Signature Verification form, which is required to complete the Signature Documents, select the **Signature Verification Form link**.
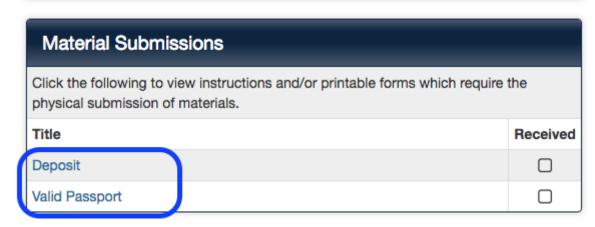
Signature Verification	
Title	**Received**
Signature Verification Form	☐

11. Next, print out the document and fill out the required information.

Signature Verification Form

Print Close

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; further, by completing this form, you are agreeing to the stipulations in all the documents for your study abroad term or trip including a cancellation policy, indemnification agreement, medical consent, and eligibility requirements. In order to verify your identity, we require that you bring in a photocopy of either your passport or a driver's license along with a Post Office receipt proving you have applied for a passport. Please print the following signature card, sign it, and bring it to:

Samford Abroad
Samford University
221 Brooks Hall
Samford University
Birmingham, AL 35229

Applicant Name: GEO Student Worker
Date of birth: 01/01/1991
Email: geo@samford.edu
Signature:

Samford ID Number: _____
_____ The form of identification attached is:
_____ Driver's license with Passport Application Receipt
_____ Passport

You must **sign the document, fill out your Samford ID #**, and present **your valid Passport or your Driver's License with a Passport Application Receipt**.

Once completed, **bring this form to the Global Engagement Office** located in Brooks Hall 221 during regular Samford business hours.

12. Next, you need to submit your Deposit and we will verify your Valid Passport.

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
Deposit	☐
Valid Passport	☐

To pay your Deposit, **submit a check to the Bursar's Office** located on the first floor of Samford Hall across from Student Financial Services.

You must have a valid passport uploaded on your application in the system to complete your application; GEO will check that your passport is uploaded when you turn in your Signature Verification form.

13. Once you have submitted your Signature Verification forms and they have been processed, you can electronically Sign all of the Signature Documents.
14. To do this, simply select a document and hit the Electronically Sign button located at the bottom of the document.

Signature Documents

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

Title		Received
Cancellation Policy, Summer and Fall		☐
Eligibility Requirements		☐
Medical Consent		☐

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

15. After all of your documents have been submitted and all the 'Received' boxes have been checked your application will be complete.
16. If you have any questions please feel free to reach out to the Global Engagement Office either in person, over the phone at 205-726-2741, or through email at geo@samford.edu.