How to Apply to a Short-Term Study Abroad Program at Valencia
Applicant Checklist

Before you apply…

- ☐ Be sure that you have already met with a study abroad advisor if you have any questions about how this course will fit into your education plan or how it may impact your financial aid.

- ☐ Be sure that you have read the scholarship eligibility requirements on the SAGE website. If you do not meet the requirements, you may be eligible to participate on a program at full cost.

- ☐ Be sure that you have met any course prerequisites identified on the study abroad program webpage.

- ☐ Be sure that you have reviewed the estimated program fees breakdown, amounts, and payment deadlines on the study abroad program webpage. You must apply by the deadline date in order to qualify for the full scholarship. You also must have a financial plan in place so that you can meet the payment deadline dates.

Get ready to apply…

- ☐ Pay the application fee of $250 ($345 for Italy/Greece) at any campus Business Office. Be sure to keep your receipt. This fee will be refunded if you are not accepted into the program or if the program cancels due to lack of enrollment.

- ☐ Scan a copy of your receipt and save it to your computer. You can also take a photo of your receipt and email it to yourself.

- ☐ Print an unofficial transcript from Atlas. Click on the Courses Tab – Registration – Transcripts, Grades, & Holds, Academic Transcript – Unofficial. Select Credit and Unofficial Transcript – Submit. You can copy and paste the information into a Word document or print as a PDF and save if you have Adobe Professional.

- ☐ If you are in your first semester at Valencia and are applying to a program, you must have an electronic copy of your reading and writing PERT scores available.

Complete your application…

- ☐ Go to the specific study abroad program webpage. Each program has its own unique application link on the right side of the page. Complete the application in FULL. At the end of the application, upload a copy of the application fee payment receipt and your unofficial transcript.

Applicants will find out if they have been accepted, waitlisted, or not accepted into the program by the acceptance notification date listed on the program webpage. An email will be sent to your Atlas email from the SAGE Office.