



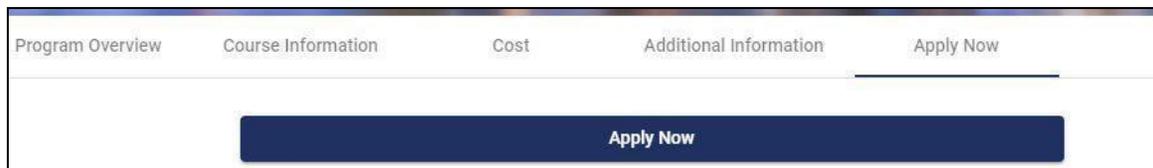
Logging in and Applying For a Program

Logging into the site is necessary for you to perform the following tasks:

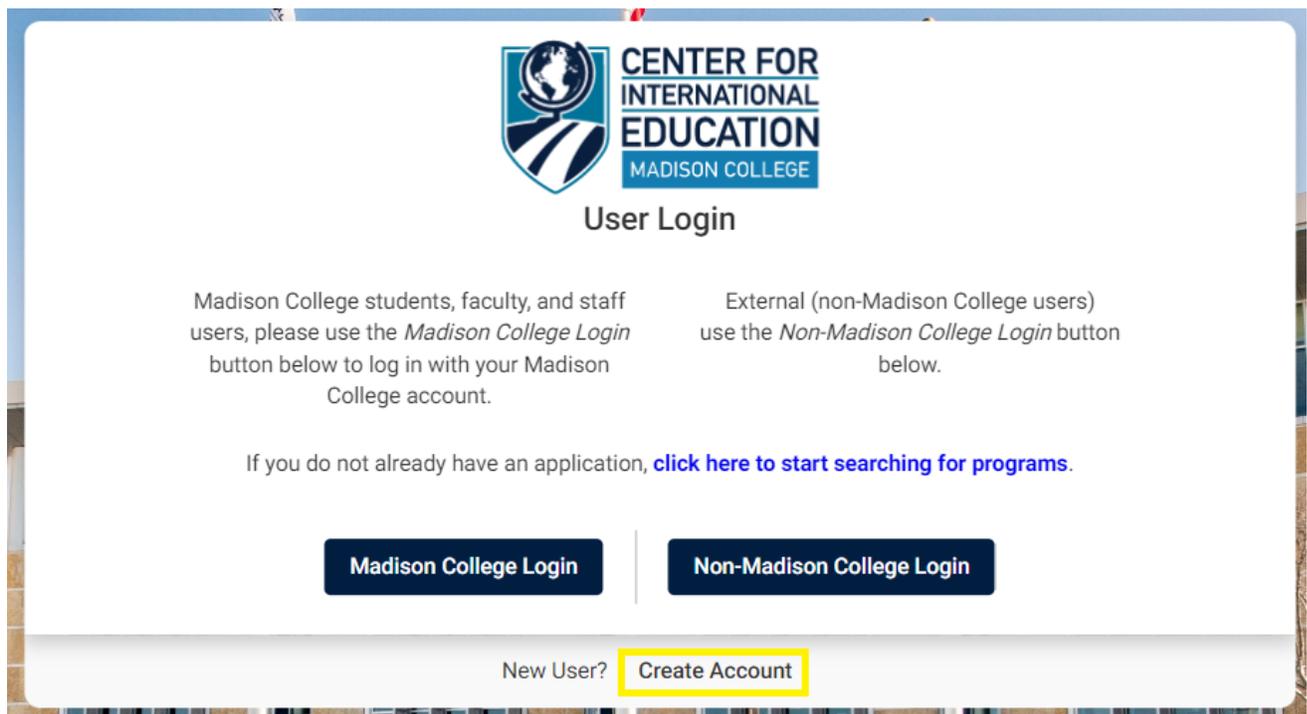
- To submit an application for a program.
- To request information about programs.
- To check the status of an application.

Step 1: Go to studyabroad.madisoncollege.edu and select the program you want to apply to and click the “**Apply Now**” button to complete the Madison College application.

NOTE: Some programs may require you to complete a separate application through the partner provider/host institution (e.g. CIEE).



Step 2: Select “**Create Account**” at the bottom of the login prompt.





Step 3: Complete the User Registration form, then click the “**Register**” button.



User Registration

New external users please complete the form below to create your account.

If you are a **Madison College user**, click on the 'Login Now' link at the bottom of the page to use your Madison College account to login.

 **Email ***

This will also be your username when logging in

 **First Name ***  **Middle Name**

 **Last Name ***

 **Phone Number (optional)**

 **Your Institution (optional)** ▼

If you are not currently at an institution you may skip this. Otherwise, please select your home institution.

 **Password ***   **Password Confirmation *** 

Password requires a min. length of 8
 Password requires number
 Password required the use of Uppercase and Lowercase characters

Already have an account? [Login Now](#)



Step 4: Upon registration, you may be asked to enter any Required Information for your profile, including gender, date of birth, address, ethnicity, and citizenship. Click **“Update”** to submit your responses.

Required information

Gender *
F

Date of Birth *
18-JUN-2001

I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.

First Generation College Student
Yes

Update

Step 5: Once you have logged in, you will see your **Applicant Home Page**. This lists your application(s), your profile information, and your messages. Click on the name of the program related to your application to open it. See screenshot below with an example program name highlighted in yellow:

The screenshot shows the "Applicant home" page for the Madison Area Technical College Center for International Education. It features a navigation bar with "Applications", "Profile", and "Message center". The main content area displays a list of study abroad programs. The first program is "Spanish Language Virtual Exchange" with a deadline of 10/12/2023 and 0 of 3 applications. The second program, "Gender and Women's Studies in London", is highlighted in yellow and has a deadline of 11/15/2023 and 0 of 12 applications. A "Find program" button is visible in the top right corner.



Step 6: Once you have clicked on the program application you would like to complete, you will see a page listing the program's name, term/year, deadline, and application instructions on the top half of the page.

The screenshot shows a web interface for the Education Abroad Center for International Education. The header includes the college logo and the program title. A navigation bar shows the program name and a settings icon. On the left, there is a user profile placeholder, application deadline (11/15/2023), decision date (11/22/2023), and a "View program" button. The main content area features a night view of the London skyline with a progress indicator for "Requirements" (12 items) and a "Program info" link. Below this is an "Instructions" section with a list of steps for completing the application and a contact email: studyabroad@madisoncollege.edu. A circular image of red telephone booths is visible on the right side of the instructions.

Further down the page, you will also see the different requirements that you need to complete in order to submit your application.



Gender and Women's Studies in London - Spring Break, 2024

Requirements ¹² Program info

Verification Form **Get Started!**

Online application

- ✎ Agreement, Code of Conduct, and Release & Waiver of Liability
- ✎ Application Essay
- ✎ Cancel for Any Reason Insurance Information
- ✎ Cancellation Policy
- ✎ Complete Permissions Form in myMadisonCollege
- ✎ COVID-19 and Other Travel Related Illnesses Assumption of Risk Acknowledgement & Agreement
- ✎ Disciplinary Record and Criminal Background Signature Form
- 👤 General Recommendation Required
- 👤 General Recommendation Required
- ✎ Madison College Student Rights & Responsibilities, Code of Conduct, & Alcohol Abuse Prevention Plan
- ✎ Program Information
- ✎ Study Abroad Gap Advance Information
- ✎ Transcript

Offline requirements

- 💰 \$500 Deposit

Step 7: These requirements can be completed in any order. To complete a requirement, click on the requirement title. See example below of a required essay:

Online application

- ✎ Agreement, Code of Conduct, and Release & Waiver of Liability
- ✎ Application Essay
- ✎ Cancel for Any Reason Insurance Information
- ✎ Cancellation Policy

Step 8: Once you have clicked the title of the requirement, the item's components will then appear. See example below:



Online application

Agreement, Code of Conduct, and Release & Waiver of Liability

Application Essay

1) Why do you wish to participate in this education abroad program? (REQUIRED)

Rich text editor with toolbar (Styles, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent) and a large text area.

2) How does this program relate to your personal and academic goals? (REQUIRED)

Rich text editor with toolbar (Styles, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent) and a large text area.

3) What cultural experiences are you seeking during your education abroad program? (REQUIRED)

Rich text editor with toolbar (Styles, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent) and a large text area.

Step 9: Your manually entered questionnaire responses will be auto-saved periodically. Please note that your application requirement is not considered complete and cannot be reviewed until you click the **“Done”** button at the bottom of the page to finalize your responses.

5) How did you learn about Study Abroad? (REQUIRED)

Study Abroad Advisor

Auto-saved responses a minute ago

Done

After clicking the **“Done”** button, a check mark will appear beside your submitted item, and then the item will appear in the **“Completed Requirements”** section at the bottom of your application.



Online application

- Agreement, Code of Conduct, and Release & Waiver of Liability
- Application Essay
- Cancel for Any Reason Insurance Information

Completed Requirements

Type	Name	Date Submitted	Actions
	Application Essay	07/24/2023	

The progress wheel below your application instructions will also automatically update to show how many requirements you have completed.

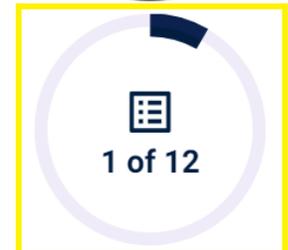
Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or "Sign" or "Mark as Read" and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In order for your application to be complete, your progress circle needs to be fully closed.
- After all application requirements are complete and your progress circle has been fully closed, you are done with your application.

Upon acceptance, you will log back in to Commit to your application and complete any pre-departure items.

If you have questions as you complete this application, contact us at studyabroad@madisoncollege.edu.



Step 10: Verify that you have completed all of your requirements by reviewing your progress wheel along with the "Completed Requirements" section at the bottom of your application.

Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or "Sign" or "Mark as Read" and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In order for your application to be complete, your progress circle needs to be fully closed.
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If you have questions as you complete this application, contact us at studyabroad@madisoncollege.edu.



Completed Requirements

Type	Name	Date Submitted	Actions
	Madison College Student Rights & Responsibilities, Code of Conduct, & Alcohol Abuse Prevention Plan	07/24/2023	
	Program Information	07/24/2023	
	Cancel for Any Reason Insurance Information	07/24/2023	
	Cancellation Policy	07/24/2023	
	COVID-19 and Other Travel Related Illnesses Assumption of Risk Acknowledgement & Agreement	07/24/2023	
	Disciplinary Record and Criminal Background Signature Form	07/24/2023	
	\$500 Deposit	07/24/2023	
	Agreement, Code of Conduct, and Release & Waiver of Liability	07/24/2023	

Step 11: Once all items are completed, a "Submit Application" window will appear. Click the "Submit Your Application" button to submit all components to the Study Abroad Office.



Submit Application

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

[Submit your application](#)

If you decide to submit your application at a later time, the “**Submit Your Application**” button will remain visible at the top of your application under the “Requirements” tab.

Requirements | **Program info**

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

[Submit your application](#)

Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click “Done” or “Sign” or “Mark as Read” and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In