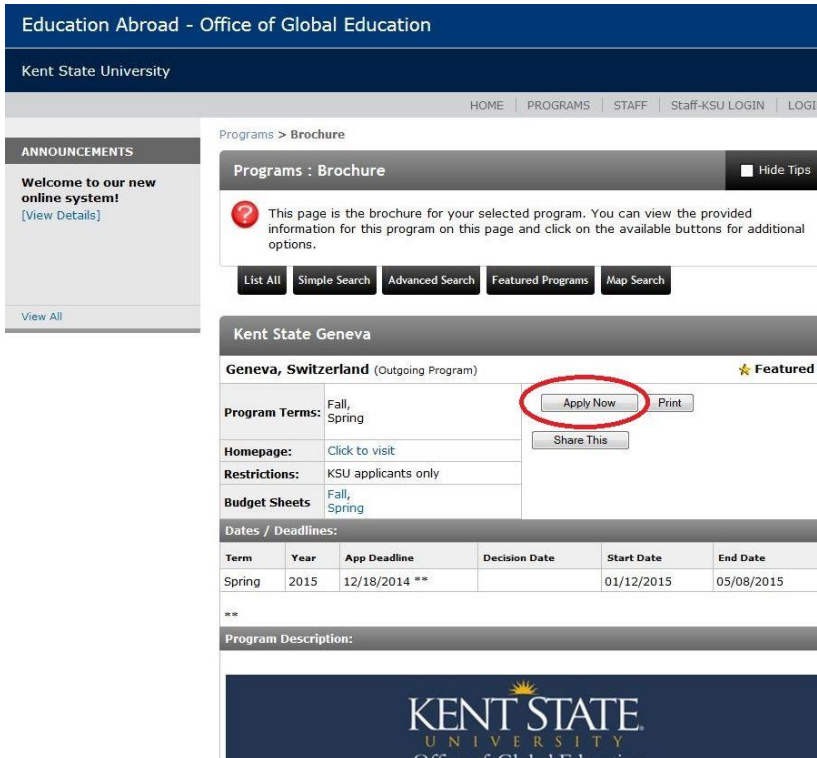


# Online Application Instructions

**Note:** Non Kent State applicants must first [apply as a guest student](#) before using the application system.

1. Go to <http://educationabroad.kent.edu/?go=Search> and find the program to which you want to apply.
2. Click **Apply Now**



3. Click **OK**



4. Click **Students only: I have a KSU-Flashline ID username and password** then **Submit**

Security > User Identification Wizard: Step 1


**Security : User Identification Wizard: Step 1** Hide Tips

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

**Please indicate how you will be logging in:**

- Students only: I have a KSU-Flashline ID username and password.**
- Staff Only: I have login credentials to this site that I received by email.
- Staff Only: I do not have login credentials to this site.

5. Enter in your Flashline username and password and click **Login**

 **KENT STATE UNIVERSITY** Excellence in Action

EDUCATION ABROAD

FlashLine user name:

Password:

6. Click **Yes** and **Submit**

Security > New Profile Confirmation

**Security : New Profile Confirmation** Hide Tips

 This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

**This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?**

- Yes**
- No

7. Select the term to which you are applying, and then click **Apply**.

Your Home Page > Available Program Terms

Your Home Page : Available Program Terms Hide Tips

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

Spring, 2015

8. Now you will see the application check list. Fill out the components of the application checklist by clicking on the blue hyperlinks. As parts are finished, you will see checkmarks to indicate complete items.
- Material Submissions: These are documents that you must turn in physical or electronic copies to the Office of Global Education. When OGE receives your document, a staff member will check off that material.
    - IMPORTANT:**
      - If you have already paid the application fee, you do not have to resubmit the payment.
      - OGE staff will check off all the documents that you have already turned in.
    - Signature Documents: These are items to read and e-sign acknowledging that you read them. Read these carefully. As you e-sign them, they will check off automatically.
    - Application Questionnaires: These are online questionnaires that ask for certain information from you, or they will ask you to upload certain documents.
9. You can exit out and finish your application at a later date.
10. To re-log in, Click **LOGIN** in the upper right corner of any page.

Education Abroad - Office of Global Education

Kent State University

HOME | PROGRAMS | STAFF | Staff-KSU LOGIN | **LOGIN**

**ANNOUNCEMENTS**

**Welcome to our new online system!**  
[View Details]

**Start Your Adventure!**

Interested in study abroad, but not sure how to get started? Check out Education Abroad's website for information about the study abroad process. You can search all our program options by clicking on "Programs" in the upper right hand corner of this page. Carefully read the instructions on how to search and apply using this system.

**Please note that currently you cannot apply to any programs. Applications will open starting in Decemeber.**

Additionally, you can stop by the Office of Global Education and speak with an Education Abroad Advisor.

We have walk-in advising:


Monday: 9-11:30am and 1-4pm  
Tuesday: 9-11:30am and 1-4pm  
Wednesday: 1-4pm  
Thursday: 9-11:30am and 1-4pm  
Friday: 9-11:30am

If you'd like to make an appointment to meet with an Education Abroad Advisor, you can email edabroad@kent.edu or call 330-672-7980.

11. When you re-log in, you must click on the program name (on the upper left side of your applicant home page) in order to see your application checklist.

Your Home Page > Elizabeth Davis - Applicant Home Page


Your Home Page : Elizabeth Davis - Applicant Home Page Hide Tips

 This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications	Profile
<p>▼ Fall, 2015</p> <p><b>Non-KSU Sponsored/Provider Programs (ID 10008)</b></p> <p>Deadline: 08/01/2015 <input type="button" value="Withdraw"/></p> <p><b>Itinerary:</b> Almeria, Spain (Europe) 08/01/2015 11/30/2015</p> <p>► Spring, 2015</p> <p>► Fall, 2014</p>	<p><b>Elizabeth Davis</b> edavis34@kent.edu</p> <p><input type="button" value="Edit Profile"/></p> <p><b>Saved Programs :</b></p> <ul style="list-style-type: none"> <li>• Kent State Florence Semester (Brochure) (Deadlines)</li> </ul> <p><b>Messages</b></p>

12. When all your items have checkmarks your application is considered complete.
  - a. All these items must be complete by the application deadline listed on the program's brochure page.
    - i. Once the deadline passes, you will be locked out of your application items; you will be able to see them, but you will not be able to complete any more items.
13. When you have been accepted, you will receive notification to log in, read your acceptance letter, and commit to your program.
14. To commit to your program, click the **Commit** button that shows up at the top of your application checklist.

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

**Elizabeth Davis**

**Program:** Non-KSU Sponsored/Provider Programs

**Term/Year:** Spring, 2015

**Deadline:** 12/31/2014

**Dates:** 01/17/2015 - 05/31/2015

**Commitment to Participate**

Your status: **Accepted**

In order to participate in this program of study, you must state your intent and commitment by clicking the Commit button below. It is important to do this as soon as possible so that the office will be notified of your intent to participate in this program. If you wish to decline your admission into the program, click Decline.

**Announcements**

Welcome to our new online system!

[\[View Details\]](#)

**Material Submissions**

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

Title	Received
KSU Application Fee	<input checked="" type="checkbox"/>
Study Abroad Pre-Approval Form (SAPAF)	<input checked="" type="checkbox"/>

15. Once you are abroad, and after you return, there will be additional items to complete in your application. You will receive email notifications and reminders when there is something to complete in your application.