



Study Abroad Application Portal Faculty Guidebook

ILLINOIS STATE UNIVERSITY

Study Abroad Application Portal

Illinois State University
Fell Hall 236
Normal, IL 61790-6120
(309) 438-5276
StudyAbroad@IllinoisState.edu

E-mail:
Password:
[Account Login](#)

Programs
Create Account
Contact Us

Deadlines

Fall: March 15
Spring: September 15
Summer: March 1
Winter-Break: September 1
Spring-Break: November 1

Program Search

Program Type:

Program Country:

Program Term:

Advanced Search

Thank you for visiting the
Study Abroad Application Portal.

- Looking for program information to select a study abroad destination?
 - Visit studyabroad.illinoisstate.edu.
- Ready to Apply?
 - Visit the *Programs* tab on the left menu.
 - Use the interactive map to click on the *region* of the world you are interested in, then *country* and then *program*.
 - Click the 'Apply' button next to your program of interest to begin an application.
- Applying to an **Affiliate** program?
 - You must complete both the ISU and Affiliate application by the ISU application deadline.
- Questions?
 - Call: 309-438-5276
 - Email: studyabroad@IllinoisState.edu

The Study Abroad Application portal serves as the interface for all student application processing from application through alumni status.

Faculty Directors/Advisors will use this portal to access and review student applications.

Accessing the Portal

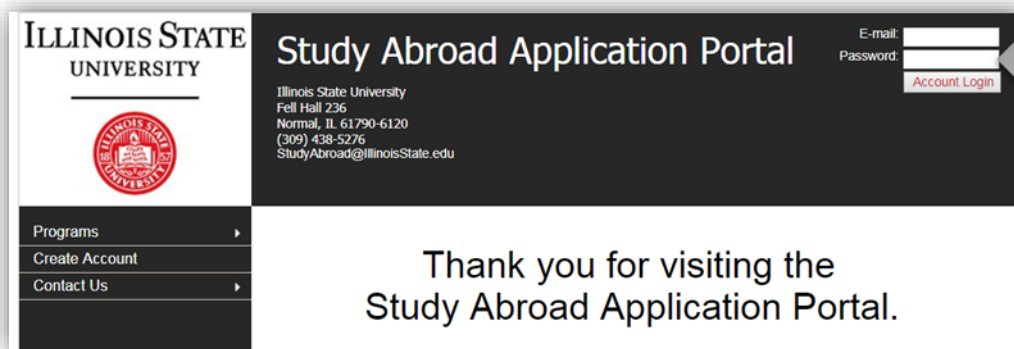
To access the Study Abroad Application Portal (formerly AbroadOffice or AO), please visit the study abroad homepage and click the 'Study Abroad Application Portal' in the red quick-link box.

You may also connect directly by visiting <http://illinoisstate.abroadoffice.net/>.



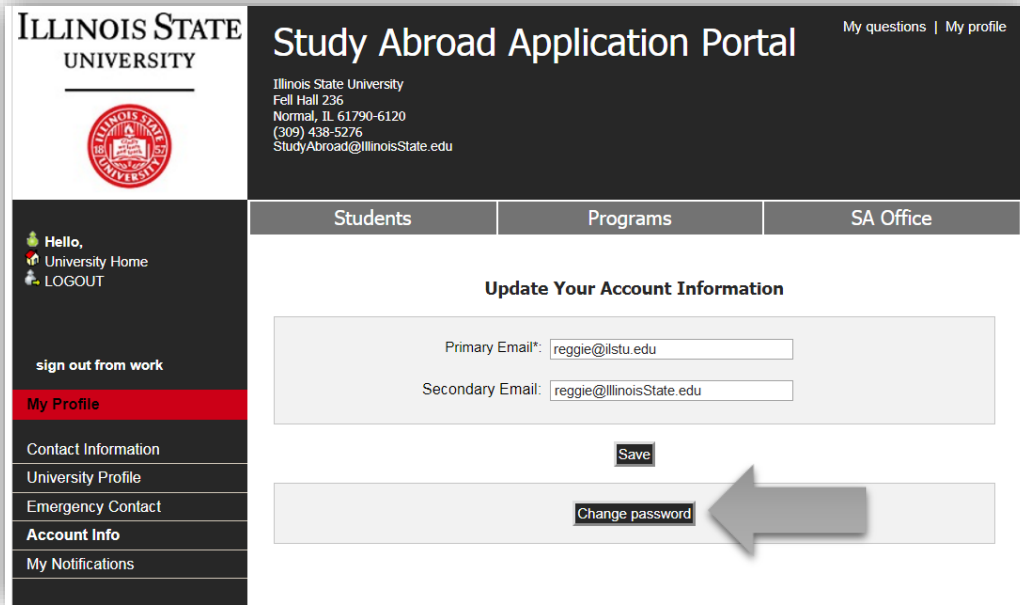
Logging In

Once on the Portal homepage, log in using your Illinois State email address and your personal password.



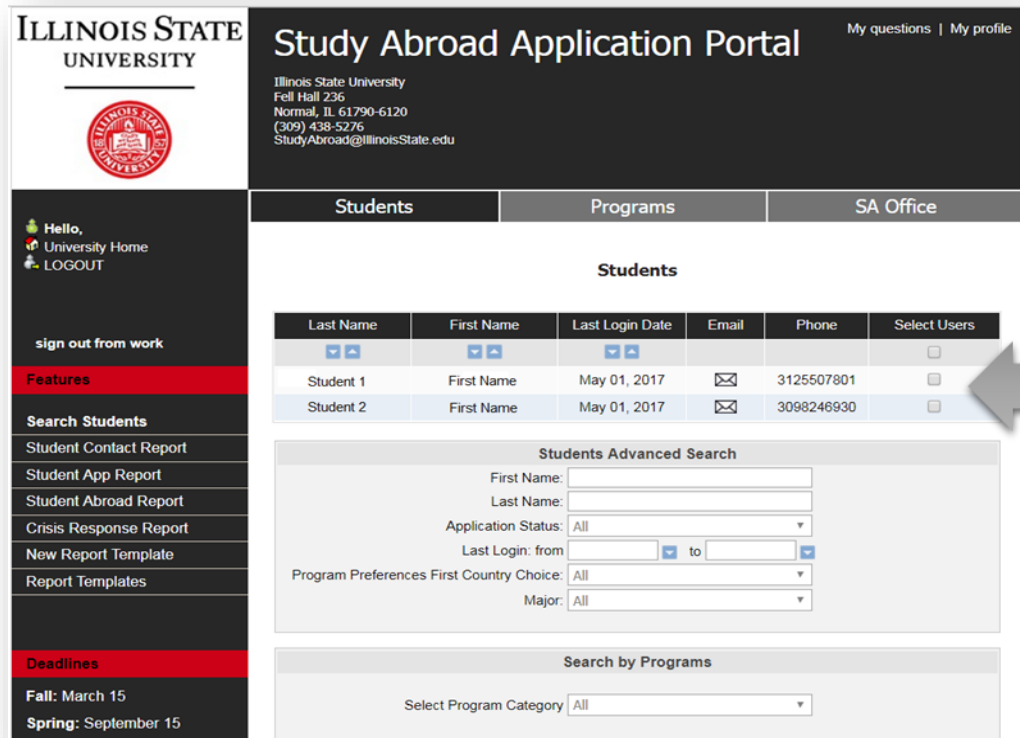
Resetting Your Password

Portal passwords can be reset by clicking the 'My profile' link in the top right corner of the website. On the left bar, click 'Account Information' and then 'Change password'.



Accessing Student Applications (First-time Faculty Directors/Advisors may skip this step)

After logging in, the screen that first appears will show you a list of students who have begun applications for programs you advise on. Advisors with multiple assigned programs or programs that have run for multiple years, this page will default to all students who have ever started an application, not just the current program or term.



Retrieving Applications

On the landing page, use the Advanced Search feature at the bottom to narrow your search results.

- 1) First click 'Select Program Category' and select 'University Programs'
- 2) Next, select the term your program is expected to run and the program from the list. This should narrow your student list to only reflect current applicants.

Students	Programs	SA Office			
Students					
Last Name	First Name	Last Login Date	Email	Phone	Select Users
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Last Name	First Name	May 01, 2017		3125507801	<input type="checkbox"/>
Last Name	First Name	May 01, 2017		3098246930	<input type="checkbox"/>
Students Advanced Search					
First Name:	<input type="text"/>				
Last Name:	<input type="text"/>				
Application Status:	All <input type="text"/>				
Last Login: from	<input type="text"/>	to	<input type="text"/>		
Program Preferences First Country Choice:	All <input type="text"/>				
Major:	All <input type="text"/>				
Search by Programs					
Select Program Category	All <input type="text"/>				
	All				
	University Programs				
	External Programs				
	<input type="button" value="Go"/> <input type="button" value="Reset"/> <input type="button" value="Export"/>				
Add Note / Send Email					
Select at least one user in order to <input type="button" value="Add note"/> <input type="button" value="Send email"/>					

Gauging Applicant Interest

When a student name appears in your list of applicants, this does not mean that they have necessarily completed an application. Rather, this list represents any student who has added the application to their student portal. We inform students that they are only to apply for one program at a time, however, there is no way to limit the number of applications a student starts in the system.

Last Name	First Name	Last Login Date	Email	Phone	Select Users
Moss	Esther	May 01, 2017	✉	3125507801	<input type="checkbox"/>
Strupek	Samantha	May 01, 2017	✉	3098246930	<input type="checkbox"/>

Students Advanced Search

First Name:

Last Name:

Application Status: All

Last Login: from to

Program Preferences First Country Choice: All

Major: All

Search by Programs

Select Program Category: University Programs

Term: Summer 2017

Program: Fantastic Program

Country: All

Application Status: All

Program Major:

Major Subject:

- All
- Applying
- Review
- Approved
- Enrolled
- Student
- Completed
- Withdrawn
- Closed

Application Status

In order to see how far along each student is in the application process, you have two choices:

- 1) Click each student application individually.

By clicking the student's name you will be able to see the details of their application. This will include their demographic information as well as how far along they are in the application process.

Example: In the below scenario, the student has submitted the Study Abroad Application and the Academic Advisement Report but still has not yet submitted the Study Abroad Application Certification. Therefore, their application is not yet complete.

Fantastic Program		Forms
Form Title	Form Type	Completed
Academic Advisement Report	Application Form	Yes
Study Abroad Application AY 2017- 2018	Application Form	Yes
Study Abroad Application Certification	Application Form	No

Application Status Continued

2) The second way you can look at all students with a certain status is by using the 'Application Status' search filter. This will populate all applications with that search criteria.

The screenshot displays two search panels. The top panel, 'Students Advanced Search', includes fields for First Name, Last Name, Application Status (set to 'All'), Last Login (with date range), Program Preferences First Country Choice (set to 'All'), and Major (set to 'All'). The bottom panel, 'Search by Programs', includes fields for Select Program Category (University Programs), Term (Summer 2017), Program (Fantastic Program), Country (All), Application Status (All), Program Major (All), and Major Subject. A dropdown menu for Application Status is open, showing options: Applying, Review, Approved, Enrolled, Student, Completed, Withdrawn, and Closed. A grey arrow points to the 'Applying' option. At the bottom, there are buttons for 'Add note' and 'Send email'.

Application Status Key

Applying: Student has associated program application with their account. and is in the process of completing the Application Forms

Review: Student has completed all necessary components of application and is awaiting admission decision from OISP and Faculty Advisor/Director

Approved: Student has been accepted to study abroad and now has access to program-specific enrollment paperwork

Enrolled: Student has completed all required enrollment paperwork and is ready for departure

Student: Student is currently abroad

Completed: Student has completed the associated study abroad program

Withdrawn: Student is somewhere between the accepted stage and program departure and has decided not to participate in the study abroad program

Closed: Student added application but did not complete all application requirements by deadline. Study Abroad Advisor has closed their application so they can no longer access the application materials.

Changing a Student's Status

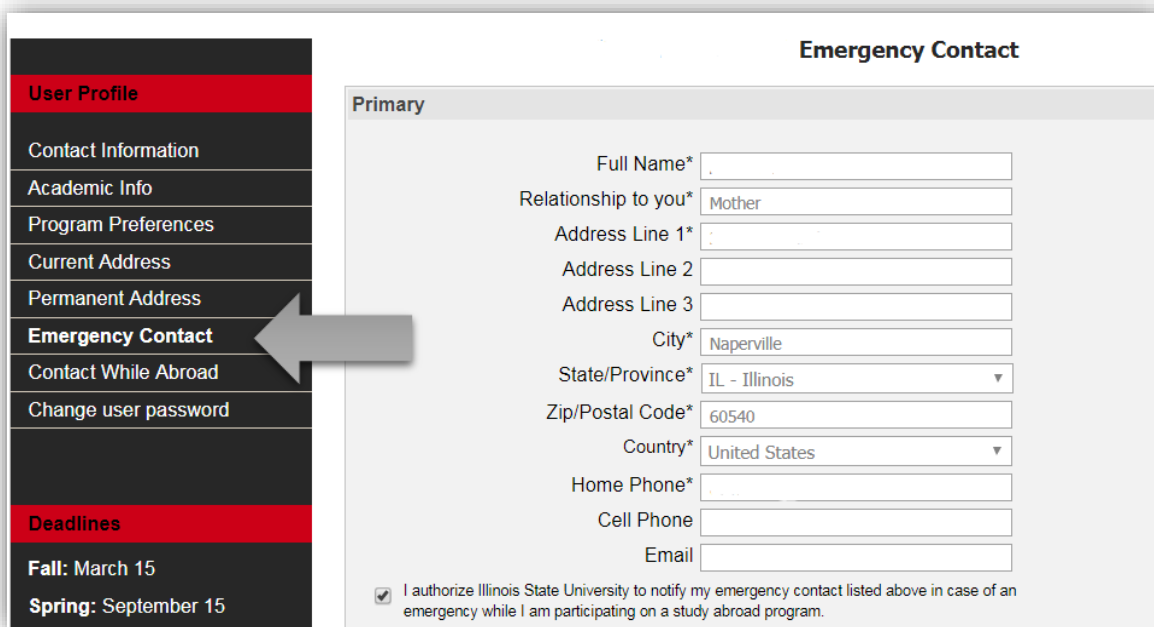
We kindly ask Faculty Advisors/Directors not to change student statuses. The Study Abroad Advisor assigned to your program will make these changes as your students' progress through the study abroad application process.

Contacting Students

On each student's application account page there is a section for notes. The Study Abroad staff uses this section to keep track of student information and interactions. We kindly request that faculty do not contact students through the portal, as the email correspondence is recorded in the notes section.

Emergency Contact Information

Each student is required to complete emergency contact information in the Portal. Faculty Directors leading programs abroad may find this information helpful in case of an emergency abroad.



Emergency Contact

Primary

Full Name*

Relationship to you*

Address Line 1*

Address Line 2

Address Line 3

City*

State/Province*

Zip/Postal Code*

Country*

Home Phone*

Cell Phone

Email

I authorize Illinois State University to notify my emergency contact listed above in case of an emergency while I am participating on a study abroad program.