



Universitas 21 Social Entrepreneur Corps

in Guatemala

May 27 – July 20, 2013

Application Instructions

Step 1/9 Follow **the link below** to access the program brochure (simply click on the link or copy and paste it into your browser's address bar and hit Enter on your keyboard). Read the information and click the **'Apply now'** button.

<https://studyabroad.uconn.edu/?go=U21SECorpsGuatemala>

The screenshot shows a web browser window displaying the University of Connecticut Study Abroad website. The page title is "Programs : Brochure". A message states: "This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options." Below this message are buttons for "List All", "Advanced Search", "Featured Programs", and "Map Search".

The main heading is "U21 Social Entrepreneur Corps in Guatemala" with a "Featured:" star icon. Below the heading is a table with the following information:

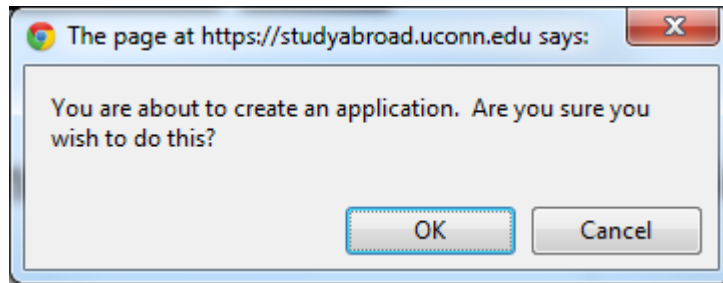
Program Terms:	Summer	Apply Now	Print
Program Dates & Deadlines:	Click here to view		

Below the table is a "Fact Sheet" section with the following details:

Class status:	2nd Year, 3rd Year, 4th+ Year	Type of program:	Specialized courses for study abroad students
Academic area:	Agriculture, Arts, Business, Economics, Education, Engineering, Humanities, Nursing, Pharmacy, Public Health, Sciences, Social Sciences	Language of instruction:	English
Language courses offered in:	Spanish	Prior language study required:	None
Open to non-UConn students:	Yes	Required GPA:	3.4

At the bottom of the page is a "Program Description:" section, which is currently empty. The Universitas logo is visible at the bottom right of the page.

Step 2/9 A pop-up window will ask you if you are sure that you wish to create an application... Click **Ok**.



Step 3/9 If you are a Non-UConn student and a first-time user of our system, select 'No' and 'Submit' in the next two screens.

Security > User Identification

https://studyabroad.uconn.edu/index.cfm?FuseAction=Security.Login&Program_ID=10472&Referer=index%2Ecfm%3FFuseAction%3DStudents%2EApply%26Program_ID

University of Connecticut

Study Abroad

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1

Please answer the following question to indicate the type of login you will be using.

Are you currently a registered user at UConn with NetID login credentials?

Yes No

Submit

Security > User Identification

https://studyabroad.uconn.edu/index.cfm?FuseAction=Security.LoginCredentials&Program_ID=10472

University of Connecticut

Study Abroad

Security > User Identification Wizard: Step 2

Security : User Identification Wizard: Step 2

If you have ever logged into this site before and had a username and password assigned to you, select Yes. If you have forgotten your password, you can reset it at the next step. Your login username will be your e-mail address.

Have you received your login credentials already via email?

Yes No

Submit

Step 4/9. Fill in the **New User Form** in the next screen, making sure you choose your country and institution's name from the list. If you encounter any issues when filling out this form, please send an e-mail to Dr. Raluca Nahorniac (raluca.nahorniac@uconn.edu) and she will be happy to assist you.

Click **'Create Account'** and an email will be sent to you with your login and temporary password information.

Security > Login (new user) X

https://studyabroad.uconn.edu/index.cfm?FuseAction=Security.Login&ShowForm=1&Ext=1&Program_ID=10472

home | help

University of Connecticut

Study Abroad

home | find a program | meet our staff | deadlines | Login

Security > Login (new user)

Security : Login (new user) Hide Tips

To create an account, please fill in the form provided below.

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth: - Month - | - Day - | - Year -

Gender: Male Female

Choose Institution: State/Territory OR Country

NOTE: An email will be sent to you with your login and password information.

home | find a program | meet our staff | deadlines

- AUSTRALIA
- AUSTRIA
- BELGIUM
- BULGARIA
- CANADA
- CHILE
- CHINA
- COLOMBIA
- COSTA RICA
- CZECH REPUBLIC
- DENMARK
- DOMINICAN REPUBLIC
- EGYPT
- ENGLAND
- FINLAND
- FRANCE
- GERMANY
- GREECE

Step 5/9 Log in with your credentials. In order to Apply, you will have to submit the **Required Applicant Information**. Fill in your information and click 'Save' at the bottom of the page.

The screenshot shows a web browser window with the URL <https://studyabroad.uconn.edu/index.cfm?FuseAction=Students.RequiredData>. The page header includes the University of Connecticut logo and a navigation menu with links for home, find a program, meet our staff, deadlines, and a Logout button. A left sidebar contains a menu for Applicant, My Home, My Inbox, My Applications, and various Admin roles (Applicant Admin, Program Admin, Process Admin, Website Admin, Staff Admin, System Settings, Maintenance). Below the sidebar, there are links for Logout, Applicant Home, Admin Home, and the user name Raluca Nahorniac, along with an Admin Help button.

The main content area is titled "Your Home Page > Applications > Required Applicant Information". A purple banner reads "Applications : Required Applicant Information" with a "Hide Tips" button. Below this, a message states: "Please use the form provided below to fill in the required information." A red-bordered warning box says: "Before proceeding to your application page, certain required information must be provided." The form is divided into sections: "Applicant Parameters:", "Required Parameters:", "Optional Parameters:", and "Required Addresses:". The "Required Parameters" section includes fields for "Citizenship*" (a dropdown menu), "Social Security number*" (a text input field with a note: "If you do not have a US Social Security number, please enter '999999999'"), "Ethnicity" (a dropdown menu), "Student ID" (a text input field), "Academic Level" (a dropdown menu), and "Expected Graduation" (a dropdown menu). The "Required Addresses" section includes fields for "Emergency Contact", "Phone:", "Mobile:", and "Addressee Name:". A "* Required" note is located at the bottom right of the form area.

Step 6/9 You are now accessing Your Home Page (see below). On this next screen you will have to select the following:

Available terms: Summer, 2013

Location(s): From the 'Available' list, select 'Antigua, Guatemala (Latin America)' and click on the upper arrow to confirm your selection. The selected location will move into the box on the right of the screen (Selected).

Departure: 06/23/2013

Return: 07/20/2013

Once these selections are in place, click '**Apply**'.

The screenshot shows a web browser window with the URL https://studyabroad.uconn.edu/index.cfm?FuseAction=Students.Apply&Program_ID=10472. The page title is "Your Home Page > Available Program Terms".

Available Terms: A radio button is selected for "Summer, 2013".

Program Information:

Location(s):

Available	Selected
Apia, American Samoa (Australia/Pacific Islands) Arica, Chile (Latin America) Around the world, Around the world (Around the world) Arusha, Tanzania (Africa) Ascoli Piceno, Italy (Europe) Atenas, Costa Rica (Latin America) Athens, Greece (Europe)	Antigua Guatemala, Guatemala (Latin America)

Location not listed above(enter city name):

You can select multiple locations from the Available list box by control/command-clicking on multiple items.

Dates:

Departure:	<input type="text" value="06/23/2013"/> (Format: mm/dd/yyyy)
Return:	<input type="text" value="07/20/2013"/> (Format: mm/dd/yyyy)

Buttons: < Cancel - - Reset - - Apply >

Step 7/9 You can now access an **Application Questionnaire(s)** by clicking on its title in the upper right box. You will have to click on the each title (**Application for U21 SECORPs in Guatemala, Current Resume, Transcript, U21 SECORPs in Guatemala Essay**) and complete all **four** questionnaires by either **uploading** the respective files, **copying and pasting** the text or **typing in** your answers.

Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

Program Application Page (Pre-Decision) Hide Tips

? 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

Ana-Raluca Nahorniac	
Program:	U21 Social Entrepreneur Corps in Guatemala
Term/Year:	Summer, 2013
Deadline:	03/01/2013
Dates:	06/23/2013 - 07/20/2013

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Application for U21 SECORPs in Guatemala	<input type="checkbox"/>
Current Resume	<input type="checkbox"/>
Transcript	<input type="checkbox"/>
U21 SECORPs in Guatemala Essay	<input type="checkbox"/>

Step 8/9 Please remember that each questionnaire page is only valid for 60 minutes at a time, but once you save your data you can access it again to continue your work. **Keep saving your data!** Once you have completed a questionnaire and you consider it ready for review, click the **'Save'** button to protect your data from being lost and then the **'Submit'** button at the bottom of the screen, to send your answers to us. **Remember: we will not receive your answers unless you submit them!**

Step 9/9 Each questionnaire that you submit will be sent to us. But please remember that **only those applicants who submit ALL FOUR questionnaires AND are nominated by their home institution will enter the review stage.**

Please submit your **complete application** (Application for U21 SECorps in Guatemala, Current Resume, Transcript, U21 SECorps in Guatemala Essay) **by 5:00 PM (EST) on Friday, March 1st, 2013**. In the meantime, please feel free to contact Dr. Raluca Nahorniac in the Office of Global Affairs (raluca.nahorniac@uconn.edu) for any questions regarding this application process.

Good luck!

Raluca Nahorniac, Ph.D.

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