

# Completing the Non-UWF Application GlobalizEdu Study Abroad Programs

## Overview

This page explains the application process for non-UWF students for the Catalyst and Village Study Abroad Programs. For help with the process, please contact International Programs at [studyabroad@uwf.edu](mailto:studyabroad@uwf.edu).

## Instructions

Following these instructions to complete the Non-UWF Student Application for Globalizedu programs, The Catalyst and The Village.

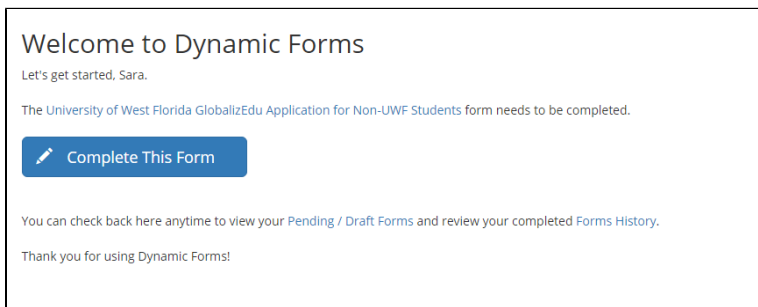
### Create a Dynamic Forms Account

Create a Dynamic Forms account following the instructions at <https://confluence.uwf.edu/x/SguLAg>

### Begin the UWF GlobalizEdu Application for Non-UWF Students

Apply to your GlobalizEdu program at UWF using the electronic form at <https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?RequestedDynamicFormTemplate=c620bc29-11f5-4f25-97ba-cc096bfd11ce> (You must be logged into your Dynamic Forms account when you click the link for this to work).

Start the form by selecting Complete This Form.



Once the form has started, you may select Save Progress at the bottom of any page and come back to the form in your Dynamic Forms account under My Pending/Draft Forms. Closing the form without selecting "Save Progress" will not save the form.

### Complete Personal Information

Complete the Form as indicated with your personal information, Emergency Contact Information and Permanent Address.

# Personal Information

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This form is for students not from the University of West Florida to apply to either the Catalyst or Village study abroad programs operated by GlobalizEdu.

Please enter your name as it would appear on your passport.

Surname (Last Name)

Given Name (First Name)

Please enter your date of birth in Month, Day, Year format.

Please select your gender.

Please enter your email address.

Please enter your primary contact phone number.

Please enter an emergency contact.

Emergency Contact's Full Name:

Emergency Contact's Relationship to Applicant:

Please enter your emergency contact's email address.

Please enter your emergency contact's phone number.

Please enter your emergency contact's mailing address.

Street Address Line One:

Street Address Line Two:

City:

State/Province:

Country:

Postal Code:

Please enter your permanent address.

Street Address Line One:  << Field required. >>

Street Address Line Two:

City:

State/Province:

Country:

Postal Code:

Is your permanent address the same as your mailing address?

I am a U.S. citizen:

Please upload a copy of your passport  
 No file chosen   
Files over 25 Mb will not be accepted

Students who respond No to the statement "I am a U.S. citizen." will need to enter additional information.

I am a U.S. citizen:

List your home-country embassy, which you contacted regarding your visa needs:

I need a non-U.S. visa to participate in this program:

Please upload a copy of your passport  
 No file chosen   
Files over 25 Mb will not be accepted

If you have your passport, upload a copy of the photo page to this section of the form before selecting Next.

## Compete Academic History

Enter the academic information requested including the information for your home institution.

# Academic History

Please answer the following questions regarding your academic history.

Have you ever attended UWF?

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Please enter the following information about your current academic standing.

Please select your current level of study at your university.

\*

Please enter your current major.

\*

Please enter the following information about your current institution.

Name of University:

\*

Adviser at Home Institution:

\*

Please enter your adviser's email address.

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Please enter your adviser's phone number.

\*

Please enter your home institution's address.

Street Address Line One:

\*

Street Address Line Two:

City:

\*

State/Province:

\*

Country:

\*

Postal Code:

\*

### Complete your Conduct History

Reply to each question and include details if you answer yes to either question.

**Conduct History**

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**Instructions:** Please carefully read each statement and indicate your answer. Making false or fraudulent statements may result in disciplinary action or a denial of admission to the program. If your answer to any of the following is yes, you must explain all relevant facts in the space provided, and the University may contact you to request copies of all official documents explaining final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. However, if you are unsure whether you should answer yes, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of your registration.

Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or the revocation or suspension of your driver license (including traffic violations resulting in a fine of \$200 or more)?

### Complete the Study Abroad Program Agreement, Waiver, and Release

Complete this section with your full name. Acknowledge each section by checking the box by "I understand and agree" by each clause as you read.

**Study Abroad Program Agreement, Waiver, and Release**

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**Instructions:** Please carefully read each section and indicate your agreement by clicking the shown checkbox.

The University of West Florida, acting for and on behalf of The University of West Florida Board of Trustees and through its Office of International Programs (collectively hereinafter "UWF"), will offer International Student Exchange/Study Abroad programs to successful applicants (hereinafter "Program").

Full Name:

(hereinafter "Participant") voluntarily desires to participate in the Program.

**IT IS HEREBY AGREED by and between the Participant and UWF, as follows:**

**1.0 Participation in the Academic Program**

The Participant has been informed by UWF of the scope and focus of the Program, eligibility requirements, costs, registration procedures, travel, itinerary, logistics, terms of cancellation, academic contact, and credit. By signing this International Student Exchange/Study Abroad Program Agreement, Waiver, and Release (hereinafter "Agreement"), the Participant acknowledges that she/he has fully educated herself/himself as to the details of the Program and the Agreement and agrees to abide by its terms. It is expressly acknowledged that the Participant is not required to participate in the Program and is undertaking the Program voluntarily. In consideration of the Participant's execution of this Agreement and her/his intention to be legally bound by its terms, UWF will permit the Participant to participate in the Program subject to the provisions set forth herein.

I understand and agree.

At the end of the Agreement, Waiver, and Release, confirm you have read the full agreement and agree by selecting Yes from the provided dropdown menu.

**13.0 Entire Agreement**

In signing this Agreement, the Participant acknowledges and represents that she/he has become fully informed of the content of this Agreement by reading it before signing it and that no oral representations, statements, or inducements, apart from the foregoing written statements, have been made.

I understand and agree

**This is a release of legal rights.**

**Read and understand before signing.**

**I have read, understand, and voluntarily sign this agreement.**

**Select your GlobalizEDU Program**

**Program Selection**

Please select the program you are applying for below.

**Move Through GlobalizEdu Director Approval**

Select Next to move to the last page of the form. The Director Approval and ID number will take place after you submit the form.

**GlobalizEdu Director Approval**

The Director of GlobalizEdu formally confirms admission to the selected program.

The applicant is approved

Additional Comments:

This student has been entered into Banner and coded for class registration.

Applicants UWF ID number

**Sign the Form Electronically**

Electronically sign the form with your name as shown. Select "Sign Electronically" to submit the form.

### Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Sara	Brake
<input type="text" value="Sara"/>	<input type="text" value="Brake"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

After submitting the electronic form linked in this step, your application will be processed and you will receive additional information from UWF.

### Questions

If you have any problems with the form, please contact [studyabroad@uwf.edu](mailto:studyabroad@uwf.edu).