

Completing the UWF Faculty-Led Study Abroad Application

Overview

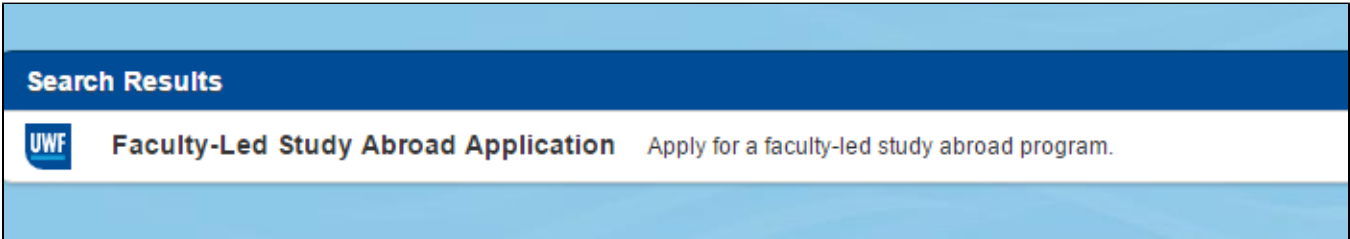
This page explains the application process for UWF students for the Faculty-Led Study Abroad Programs. For help with the process, please contact International Affairs at studyabroad@uwf.edu.

Instructions

Follow these instructions to complete the Faculty-Led Study Abroad Application Form.

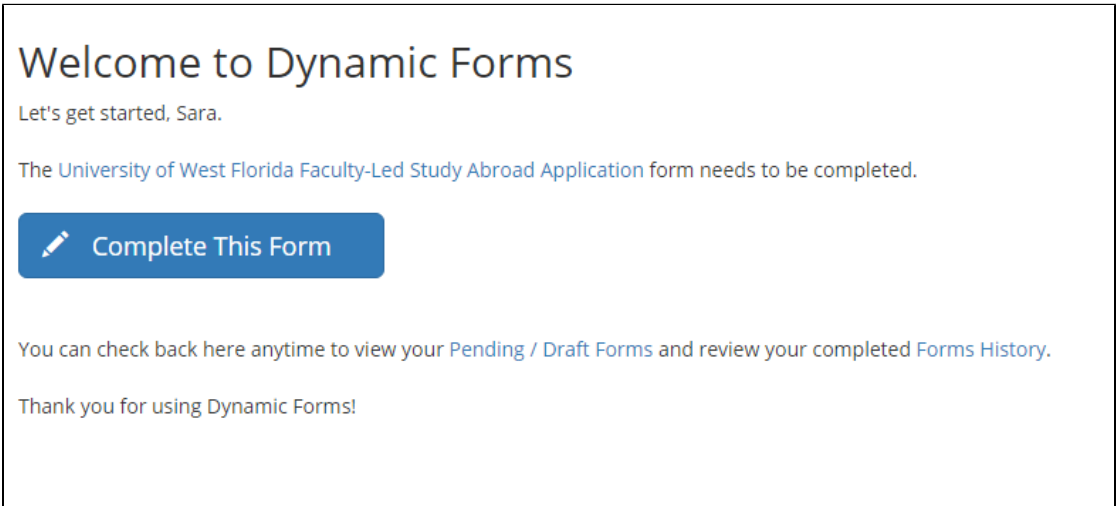
Login to MyUWF and locate the *Faculty-Led Study Abroad Application Form*

Login to your account at <https://my.uwf.edu/>. Search for "study abroad" to locate the form.



Begin the Faculty-Led Study Abroad Application Form

Start the form by selecting Complete This Form.



Select Your Program and Semester and Respond Regarding Citizenship

The Program Selection section of the form will have your UWF ID, name and email auto-filled in the form. Select the program and semester for which you are applying. Respond regarding your citizenship.

Program Selection

Instructions: This form is used to apply for faculty-led study abroad programs. You (the applicant) complete the Program Selection, Conduct History, and Study Abroad Agreement, Waiver, and Release. The form is then reviewed by a study abroad adviser and sent to the faculty member for final approval and admission to the program.

UWF ID:

Last Name:

First Name:

Email Address:

Choose the program you are applying for:

Choose the semester you are applying for:

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

Upload Supplemental Items

This section of the form is provided for students to upload supplemental items required by their program.

Supplemental Items

Instructions: Please upload any additionally requested documents. If you do not know what to upload, please contact the faculty leader of your trip.

Please upload essay here (if required)
 No file chosen
Files over 25 Mb will not be accepted

Please upload your first recommendation letter below (if required)
 No file chosen
Files over 25 Mb will not be accepted

Please upload your second recommendation letter below (if required)
 No file chosen
Files over 25 Mb will not be accepted

If you have no supplemental items required, you may select Next to move to the next section of the form.

Respond Regarding Conduct History

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

Conduct History

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 expended 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?

* -- Please Select -- ▾

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)?

* -- Please Select -- ▾

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Next

Complete the Study Abroad Program Agreement, Waiver, and Release

This section will be auto-filled with 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

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.

* Yes ▾

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Move through Study Abroad Adviser Verification

Select Next to move through this page of the form. The Study Abroad Adviser Verification will take place after you submit the form.

Study Abroad Adviser Verification

Instructions: The study abroad adviser reviews the application, checks for any incorrect information, and provides final approval.

The application has been reviewed ☐

Additional Comments:

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Move through Faculty Leader Verification

Select Next to move through this page of the form. The Faculty Leader Verification will take place after you submit the form.

Faculty Leader Verification

Instructions: The faculty leader determines the applicants suitability for the program and formally approves the student for the program.

The applicant is approved

-- Please Select --

Additional Comments:

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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.

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

Questions

If you have any problems with the form, please contact studyabroad@uwf.edu.

FAQs

Enter answer here