

## How to register for the COMPARATIVE LAW IN CONTEXT Seville Study Abroad Program 2017

STEP 1. Login to

[Register Here at FIU Global Affairs](#)

The screenshot shows a web browser window displaying the FIU Global Affairs website. The browser's address bar shows the URL: `abroad.fiu.edu/index.cfm?fuseAction=Programs.ViewProgram&Program_ID=10036`. The website header includes the FIU logo and the text "Global Affairs". A navigation menu contains links for HOME, PROGRAMS, STAFF, DEADLINES, NON-FIU LOGIN, and LOGIN. The main content area is titled "Programs > Brochure" and features a "Programs : Brochure" section with a "Hide Tips" button. 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 search buttons: List All, Simple Search, Advanced Search, Featured Programs, Course Search, and Map Search. The "College of Law in Seville" section is highlighted, showing "Sevilla, Spain (Study Abroad and Exchange Program)" as a "Featured" program. It includes buttons for "Apply Now", "Request Info", "Print", and "Save This". The "Program Terms" are listed as "Summer". The "Homepage" link is "Click to visit" and "Program Dates & Deadlines" is "Click here to view". A "Fact Sheet" section provides details: Language of English instruction, minimum GPA (2.0 Undergrad, 3.0 Graduate), Program type (FIU study abroad), Summer Sessions (Summer C), Academic Level (Law), Open to (FIU students only, Non-FIU students), Areas of Study (Law), and Level of Physical Activity (3. Moderate). The "Program Description" section is partially visible at the bottom.

**STEP 2.** On this page go to **Apply Now**. Click and please indicate how you are going to login

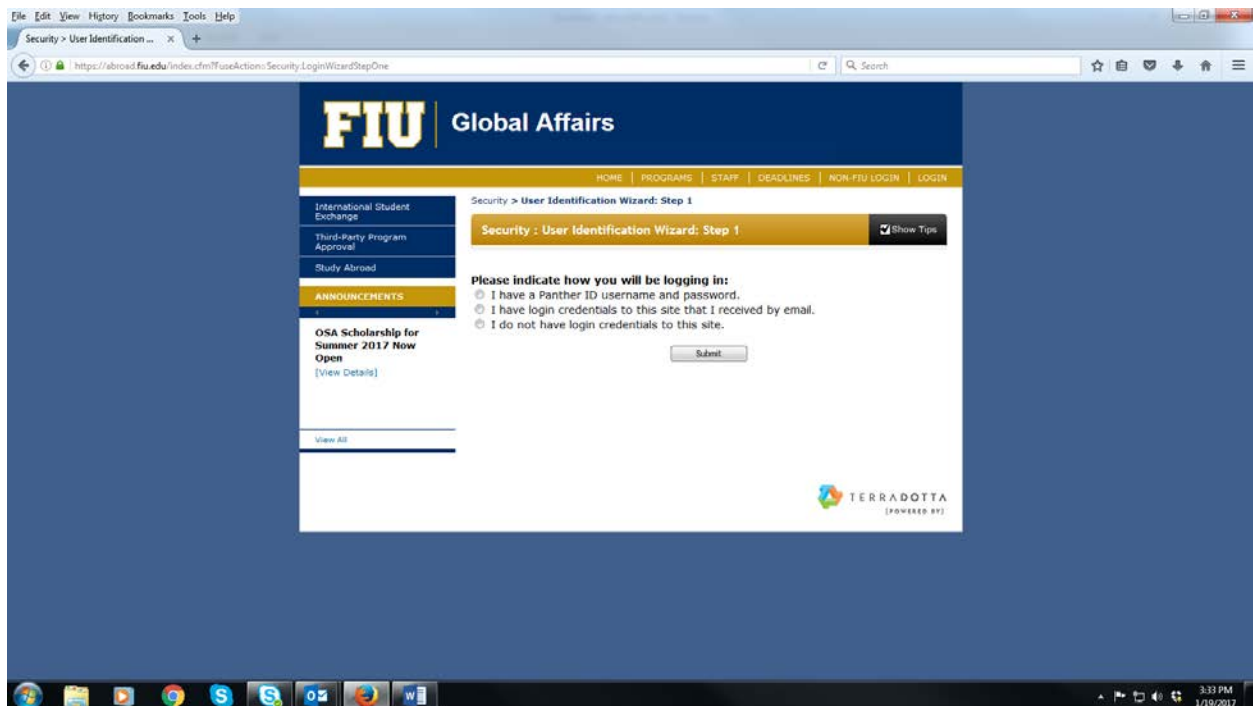
If you are an FIU COL student, choose

**I have a Panther ID username and password**

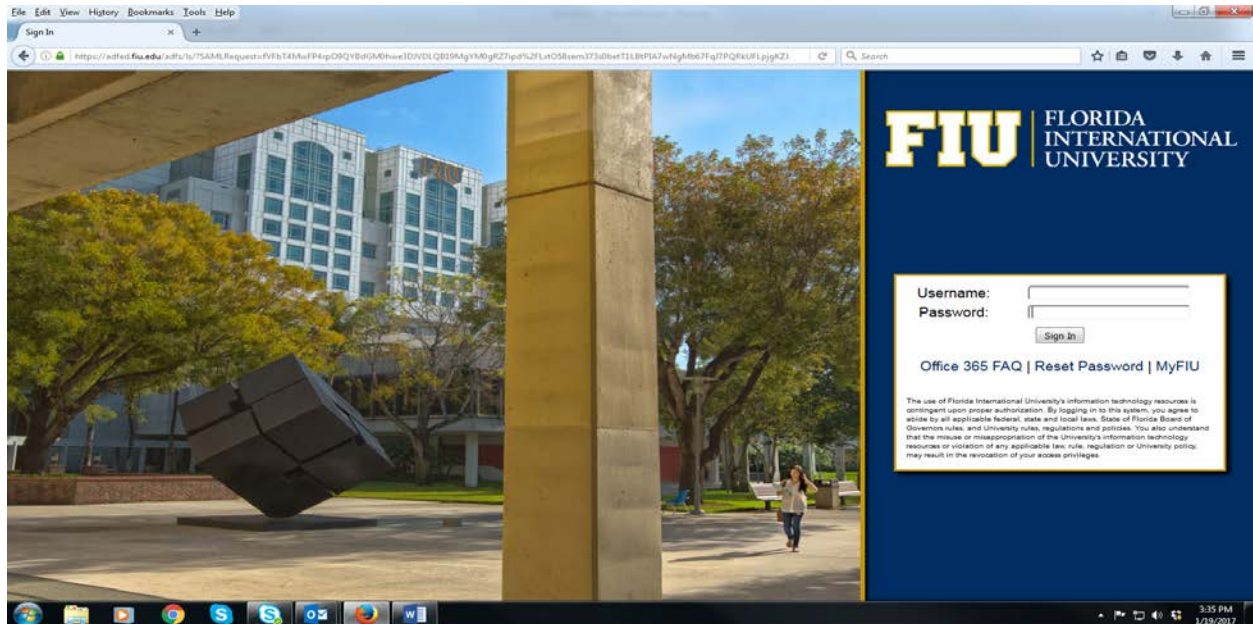
If you are not an FIU COL student, choose

**I do not have login credentials to this site**

**SUBMIT**

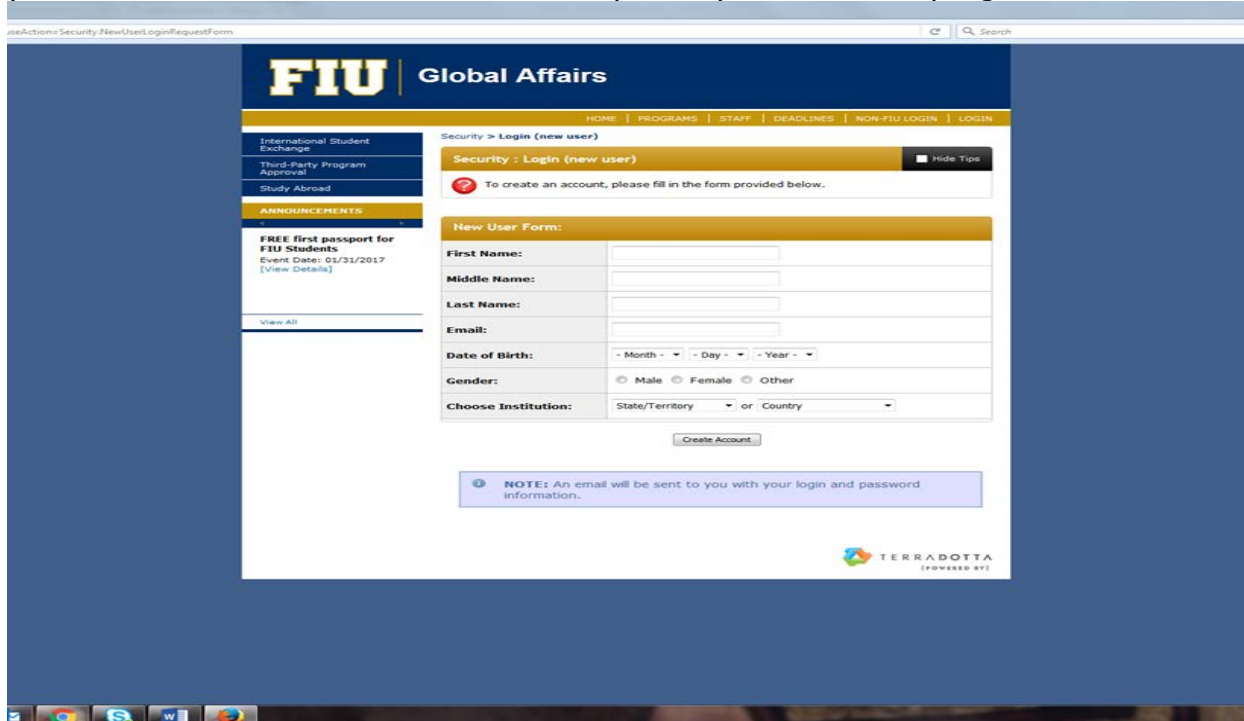


### STEP 3. You will be led to an FIU login page

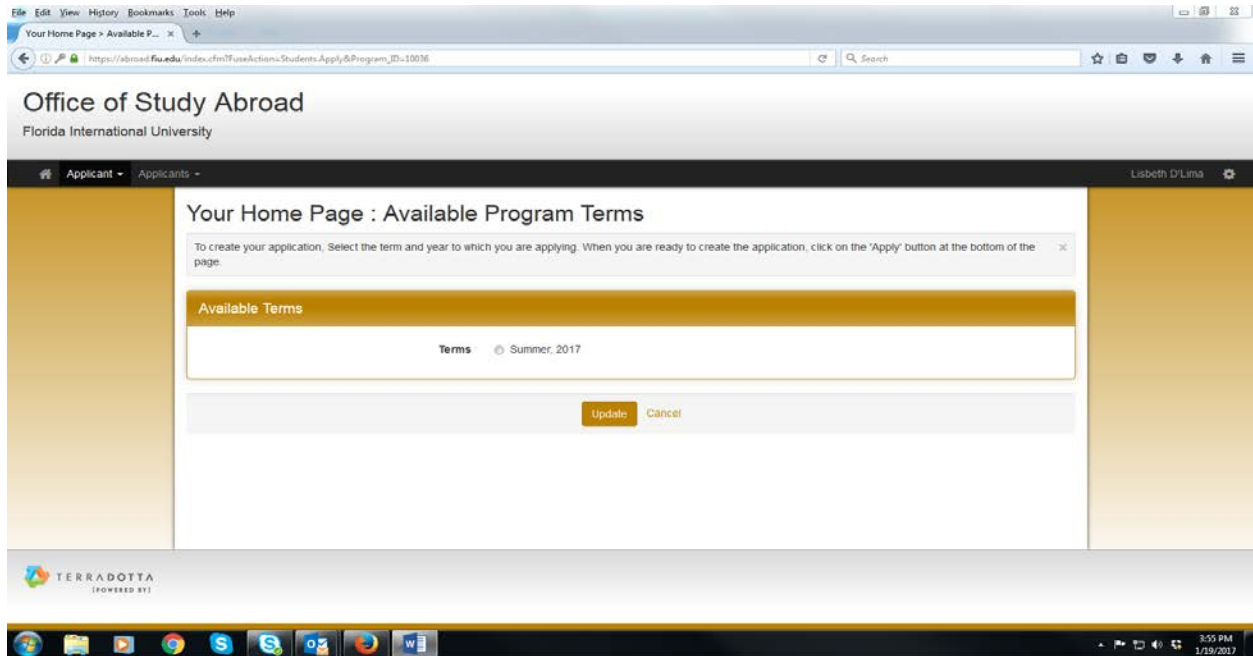


Please login with your **FIU username and password** to sign in

**Non-FIU students** will get this page right after they select that they don't have any credentials. This page needs to be completed and you will receive an email with credentials. Click on the link of the email, enter the credentials and you have to do 3 security questions. **PLEASE KEEP THE USERNAME AND PASSWORD** provided for you will have to use this credentials every time you enter this program.



## STEP 4. Once you are logged in, you will be led to this page



Click on the Option **Summer, 2017** and click on **Update**

## STEP 5. Once you update, you will be led into the Program Application Page

The screenshot shows the 'Program Application Page (Pre-Decision)' for Lisbeth D'Lima. The page includes a 'Submit Application' button, a 'Lisbeth D'Lima' profile section with program details (College of Law in Seville, Summer 2017, deadline 05/15/2017), and an 'Announcements' section. On the right, there are sections for 'Application Instructions' and 'Application Questionnaire(s)'. The 'Application Instructions' section lists three items to be completed: Application Questionnaires, Signature Documents, and Payment of the \$175 Study Abroad Fee. The 'Application Questionnaire(s)' section instructs the user to click on the following online questionnaire(s) to view and complete them.

The screenshot shows the 'Program Application Page (Pre-Decision)' for Lisbeth D'Lima, focusing on the 'Attached Documents' and 'Signature Documents' sections. The 'Attached Documents' section shows that no documents have been attached and provides instructions on how to attach documents. The 'Signature Documents' section lists three documents to be signed: Academic Standing and Student Conduct Information, Application submission, and Study Abroad Fee (FIU Study Abroad). A table below the list shows the status of each document, with 'Received' checkboxes. The 'Academic Standing and Student Conduct Information' checkbox is checked, while the others are unchecked. A pink banner at the bottom of the page states: 'Since your date of birth has not been recorded, you must print and'.

- Please read the **Application Instructions** on the right
- Complete the **Application Questionnaire** and submit
- Complete **Signature Documents**: Academic Standing, Application Submission, Study Abroad Fee, Seville Law Program Fee

**SUBMIT**

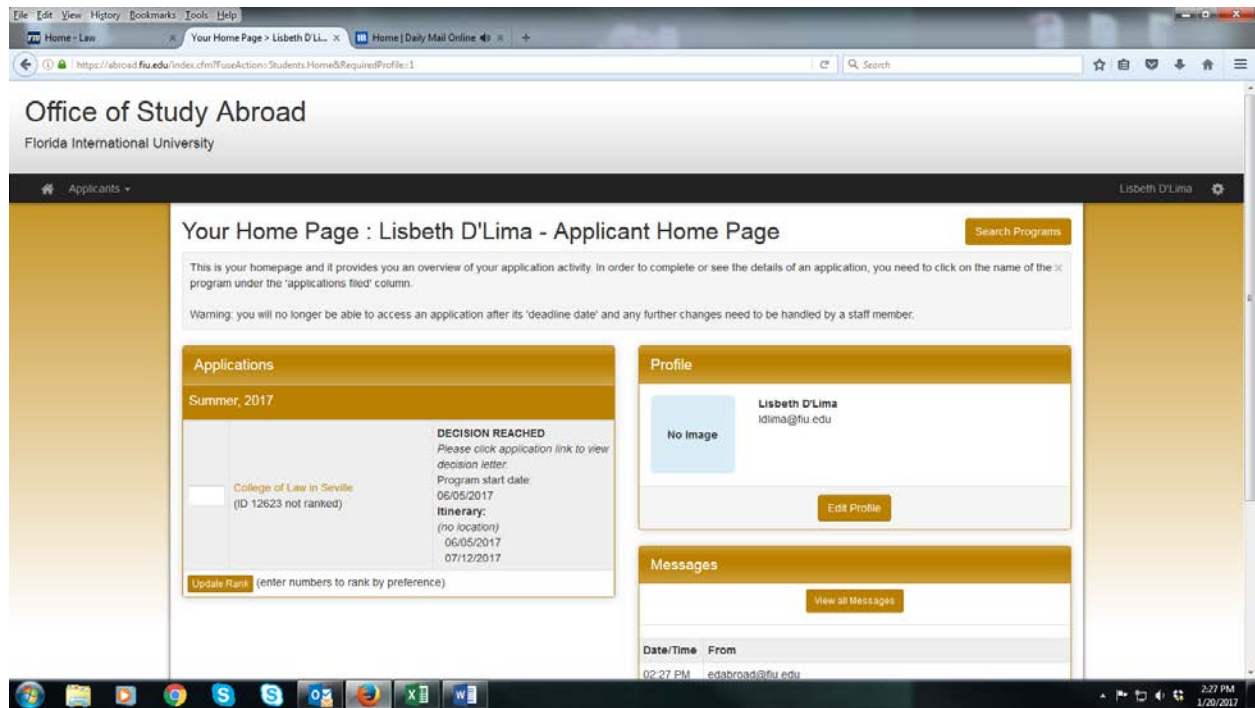
Once you submit, the application is reviewed and accepted by Faculty. You will be advised by email when you have been accepted by the system.

Then you login into the system again and continue the application.

## STEP 6. You go to

<https://abroad.fiu.edu/index.cfm?FuseAction=Students.Home&RequiredProfile=1>

## DECISION REACHED



The screenshot shows a web browser window displaying the 'Office of Study Abroad' website for Florida International University. The user is logged in as Lisbeth D'Lima. The page title is 'Your Home Page : Lisbeth D'Lima - Applicant Home Page'. A 'Search Programs' button is visible in the top right. The main content area is divided into three sections: 'Applications', 'Profile', and 'Messages'. The 'Applications' section is titled 'Summer, 2017' and contains a table with one entry: 'College of Law in Seville (ID 12623 not ranked)'. To the right of this entry, the status is 'DECISION REACHED', with instructions to click the application link to view the decision letter. It also lists the 'Program start date' as 06/05/2017 and the 'Itinerary' as '(no location)' from 06/05/2017 to 07/12/2017. An 'Update Rank' button is at the bottom of the table. The 'Profile' section shows the user's name 'Lisbeth D'Lima' and email 'ldlima@fiu.edu', with a 'No image' placeholder and an 'Edit Profile' button. The 'Messages' section has a 'View all Messages' button. The browser's address bar shows the URL 'https://abroad.fiu.edu/index.cfm?FuseAction=Students.Home&RequiredProfile=1'. The Windows taskbar at the bottom shows the date and time as 2:27 PM on 1/20/2017.

The decision to admit you to the program has been reached. Look at the screen and

Please click on **College of Law Seville**



## STEP 7. Applications: Decision Letter.

The screenshot shows a web browser window displaying the 'Office of Study Abroad' website for Florida International University. The page title is 'Applications : Decision Letter'. A message box states: 'Following is information regarding your application decision.' Below this, a yellow header reads 'Decision Letter' with a date of '01/20/2017'. The main text reads: 'Congratulations, Lisbeth D'Lima. A decision has been made regarding your application to [Program Name] for the [Term], [Year]. You have either been **Accepted** or **Conditionally Accepted** to the program. Please refer to the decision letter email from the Office of Study Abroad for more details on your application status. Please click continue to complete the post-decision procedures outlined on the page that follows this one. This may include the signing of some required documents and submitting additional materials. You are always able to return to your post-decision area to review expectations, important dates, requirements and this letter. Just log in and select this application. Program: College of Law in Seville, Summer, 2017. Status: Accepted. Bon Voyage. Office of Study Abroad'. A yellow 'Continue' button is located at the bottom of the content area. The browser's address bar shows the URL: 'https://abroad.fiu.edu/index.cfm?fuseAction=Students.DecisionView&Application\_ID=12623'. The taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 1/20/2017.

Please click on **Continue**

## STEP 8. Program Application Page (Post-Decision)

The screenshot shows the 'Program Application Page (Post-Decision)' for Lisbeth D'Lima. The page is divided into several sections:

- Personal Information:** Program: College of Law in Seville, Term/Year: Summer, 2017, Deadline: 05/15/2017, Dates: 06/05/2017 - 07/12/2017.
- Announcements:** Includes 'FREE First Passport for FIU Student' and 'OSA Scholarship for Summer 2017 Now Open'.
- Application Instructions:** States that all documents are due on April 1, 2017, and lists four items to complete: Additional Questionnaires, Medical Information Form, Course Registration Form, and Passport Copy Submission.
- Commitment to Participate:** Shows the user's status as 'Accepted'.

Read **Applications Instructions**

## STEP 9. Commitment to Participate

The screenshot shows the 'Commitment to Participate' section of the application page. The user's status is now 'Committed'. The page includes:

- Application Instructions:** Repeated from the previous step, listing the four items to complete.
- Commitment to Participate:** States 'Your status: Committed' and provides contact information for the Office of Study Abroad.
- Application Questionnaire(s):** A table showing the status of various questionnaires.

Title	Received
Personal Information	<input checked="" type="checkbox"/>
Emergency Contact	<input type="checkbox"/>
Financial Information	<input type="checkbox"/>

**Commit** or decline



## STEP 10. Go to Application Questionnaires

The screenshot shows a web browser window with the URL [https://abroad.fiu.edu/index.cfm?fuseAction=Students.Application&Application\\_ID=12623](https://abroad.fiu.edu/index.cfm?fuseAction=Students.Application&Application_ID=12623). The page is titled "Application" and displays the following sections:

- OSAS Scholarship for Summer 2017 Now Open**: Includes a "[View Details]" link and a "View All Announcements" button.
- Attached Documents**: A section for uploading documents. It states "No documents have been attached" and provides a "Browse..." button, a "select document type" dropdown, and an "Upload" button.
- Commitment to Participate**: Shows the user's status as "Committed" and includes a thank-you message: "Thank you for giving your commitment to participate. If you must change your decision, please contact Office of Study Abroad at [edabroad@fiu.edu](mailto:edabroad@fiu.edu)."
- Application Questionnaire(s)**: A table listing questionnaires to be completed. The "Personal Information" questionnaire is marked as "Received" with a checked box. The other three are not yet received.
- Signature Documents**: A table listing documents to be signed. All three listed documents are marked as "Received" with checked boxes.

At the bottom of the page, a red banner reads: "Since your date of birth has not been recorded, you must print and co-sign the above documents with your parent or guardian and send them..."

Following the individual instructions, complete:

- Personal information
- Emergency contact
- Financial information
- Special needs form

## STEP 11. Materials Submissions

The screenshot shows a web browser window displaying a page titled 'Material Submissions'. The page is part of a system for managing student applications, as indicated by the URL 'https://abroad.fiu.edu/index.cfm?FuseAction=Students.Applications.Application\_ID=112623'. The interface includes a navigation bar with 'Applicants' and a user profile 'Lisbeth O'Lima'. The main content area is divided into three sections: 'Material Submissions', 'Decision Letter', and 'Itinerary'. The 'Material Submissions' section contains a table with columns for 'Title' and 'Received', listing various forms and their submission status. The 'Decision Letter' section shows a 'STATUS: Committed' and a 'View Decision Letter' button. The 'Itinerary' section provides details about the program, including a 'no location' and specific start and end dates.

Title	Received
Course Registration Form	<input type="checkbox"/>
Mandatory Pre-Departure Orientation FIU Study Abroad Programs	<input type="checkbox"/>
Medical Information Form	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>
Program Fee	<input type="checkbox"/>

**Decision Letter**

STATUS: Committed

[View Decision Letter](#)

**Itinerary**

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

**no location**

Start Date: 06/05/2017  
End Date: 07/12/2017

Following the individual instructions, complete:

- Course registration forms. Print it, bring to IGS office for signature, scan and upload into system
- Mandatory pre-departure orientation form. This form is not available on the system for now. It will be handed to you during the last mandatory meeting orientation
- Medical information form. Complete with physician and upload into the system
- Upload good resolution color photocopy of passport ID page
- This box will be checked when applicant pays \$225 program registration fee