Creating an Application for a Faculty Led Program

Terra Dotta is the online software SCSU uses for education abroad applications. Terra Dotta is a software program widely used by U.S. universities for many different functions. The software makes the Education Abroad application process easier by storing all the required paperwork/forms.

The system will require you to create a profile. You will then be able to create an application.

- Required Materials -

Pre-Decision Paperwork
- Questionnaire
    - ☐ Cover letter
    - ☐ Passport Copy
    - ☐ Program Budget
    - ☐ Program Content
    - ☐ Program Design
    - ☐ Program Leaders
    - ☐ Risk Assessment Questionnaire
- Material
    - ☐ Program Required Signatures
        - ☐ Needs to be completed and signed then sent to CIS.
- Learning Content
    - ☐ Short Term Program Standards

Post-Decision Paperwork
- Questionnaires
    - ☐ Emergency Contact
    - ☐ Final Itinerary
- Material
    - ☐ Travel Authorization Form
        - ☐ Needs to be completed and signed then sent to CIS.
- Learning Content
    - ☐ Best Practices
    - ☐ Clery
    - ☐ Health Insurance
    - ☐ Privacy and Liability

While Abroad
- Learning Content
    - ☐ Emergency Response
    - ☐ Participation Agreement Letter
    - ☐ Sexual Assault Support Procedures

Returnee
- Questionnaire
    - ☐ Program Evaluation

Step 1:

To start the application click this link: https://www.stcloudstate.edu/educationabroad/

It will bring you to this page:

Click on "Update your Application"

Step 2:

Click on "New User Registration"

Step 3:

Click on the third option: "I do not have login credentials to this site" and then click "Submit".

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

○ I have an **SCSU** Star ID (Faculty use email) username and password.
○ I have login credentials to this site that I received by email.
○ I do not have login credentials to this site.

Submit

Step 4:

You will then have to create an account.

First Name:	
Middle Name:	
Last Name:	
Email:	
Date of Birth:	mm/dd/yyyy
Gender:	○ Male ○ Female ○ Other
Choose Institution:	State/Territory ▾ or Country ▾

Please use your @stcloudstate.edu email

☐ I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the Center for International Studies.

Create Account

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

3

Step 4 (continued):

Fill out the details.

Under <u>choose institution</u> select "Minnesota" for the "State/Territory".

A tab will open titled "your institution" selection.

Select "Other/Not found" at the top.

This will open up a blank box where you can input "St. Cloud State University"

Mark the box

Click on "create account"

New User Form

First Name: [   ]
Middle Name: [   ]
Last Name: [   ]
Email: [   ]
Date of Birth: [mm/dd/yyyy]
Gender: ○ Male   ○ Female   ○ Other
Choose Institution: [State/Territory ▾] or [Country ▾]

--- Other/Not found ---
ABBOTT NORTHWESTERN HOSP SCH ANES (MINNEAPOLIS)
ACADEMY COLLEGE (BLOOMINGTON)
ALEXANDRIA TECHNICAL COLLEGE (ALEXANDRIA)
ALFRED ADLER GRADUATE SCHOOL (HOPKINS)
AMERICAN ACADEMY OF ACUPUNCTURE AND ORIE (ROSEVILLE)
AMERICAN INDIAN OPPORTUNITIES CTR (MINNEAPOLIS)
ANOKA-HENNEPIN TECHNICAL COLLEGE (ANOKA)
ANOKA-RAMSEY CC-CAMBRIDGE/COONRAPID (COON RAPIDS)
ART INSTITUTES INTL MINNESOTA (MINNEAPOLIS)

☐ I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

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[Create Account]

New User Form

First Name: [   ]
Middle Name: [   ]
Last Name: [   ]
Email: [   ]
Date of Birth: [mm/dd/yyyy]
Gender: ○ Male   ○ Female   ○ Other
Choose Institution: [State/Territory ▾] or [Country ▾]
Your Institution: [St. Cloud State University]   ↺ Return to list

☐ I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.
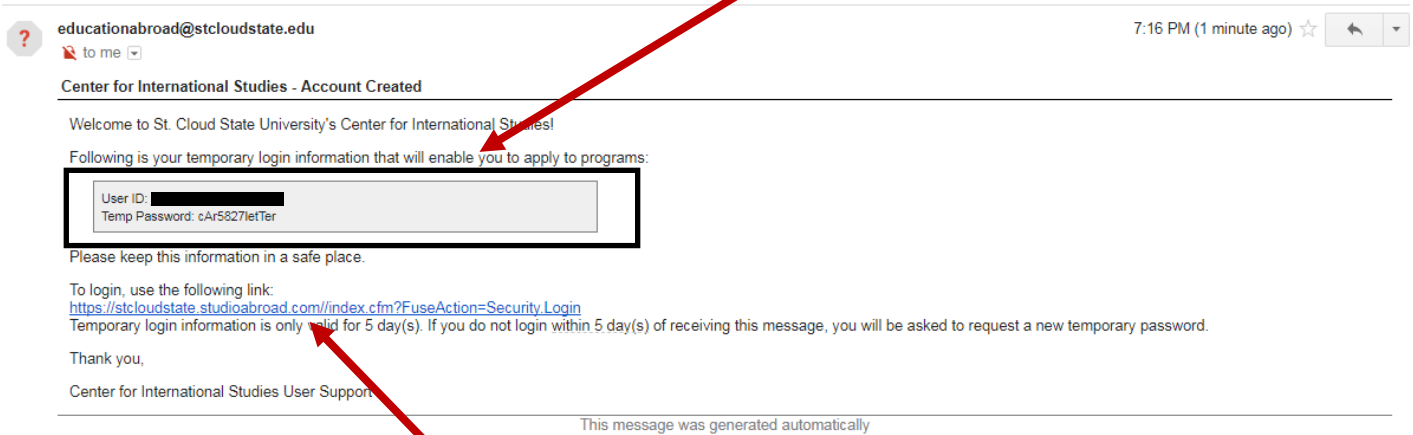
In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the Center for International Studies.

[Create Account]

NOTE: An email will be sent to you with your login and password information.
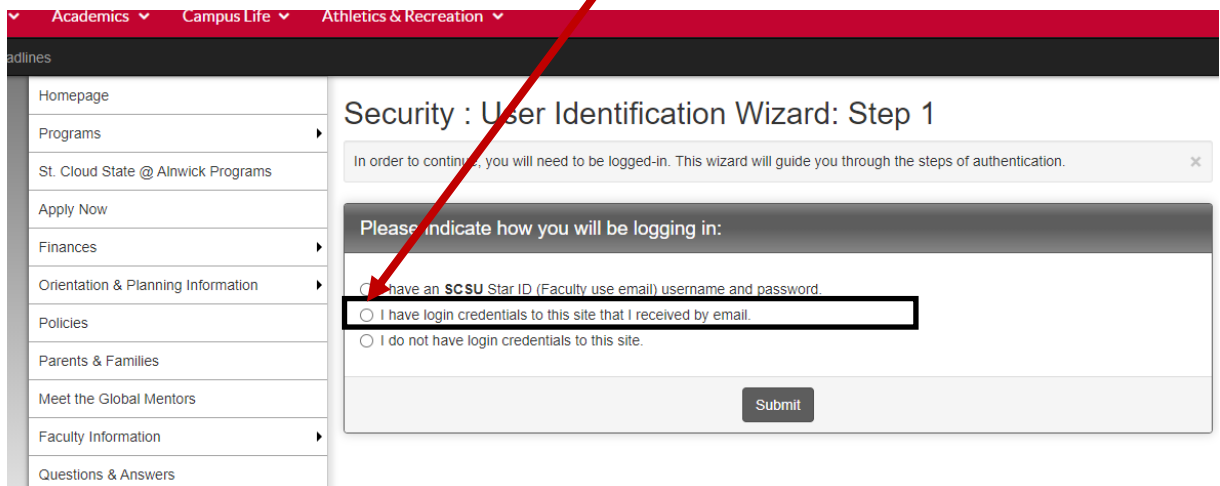
Step 5:

You will receive an email that looks similar to this. You will need this information to log in

educationabroad@stcloudstate.edu   7:16 PM (1 minute ago)

to me

Center for International Studies - Account Created

Welcome to St. Cloud State University's Center for International Studies!

Following is your temporary login information that will enable you to apply to programs:

User ID:
Temp Password: cAr5827letTer

Please keep this information in a safe place.

To login, use the following link:
https://stcloudstate.studioabroad.com//index.cfm?FuseAction=Security.Login
Temporary login information is only valid for 5 day(s). If you do not login within 5 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Center for International Studies User Support

This message was generated automatically

Click on this link

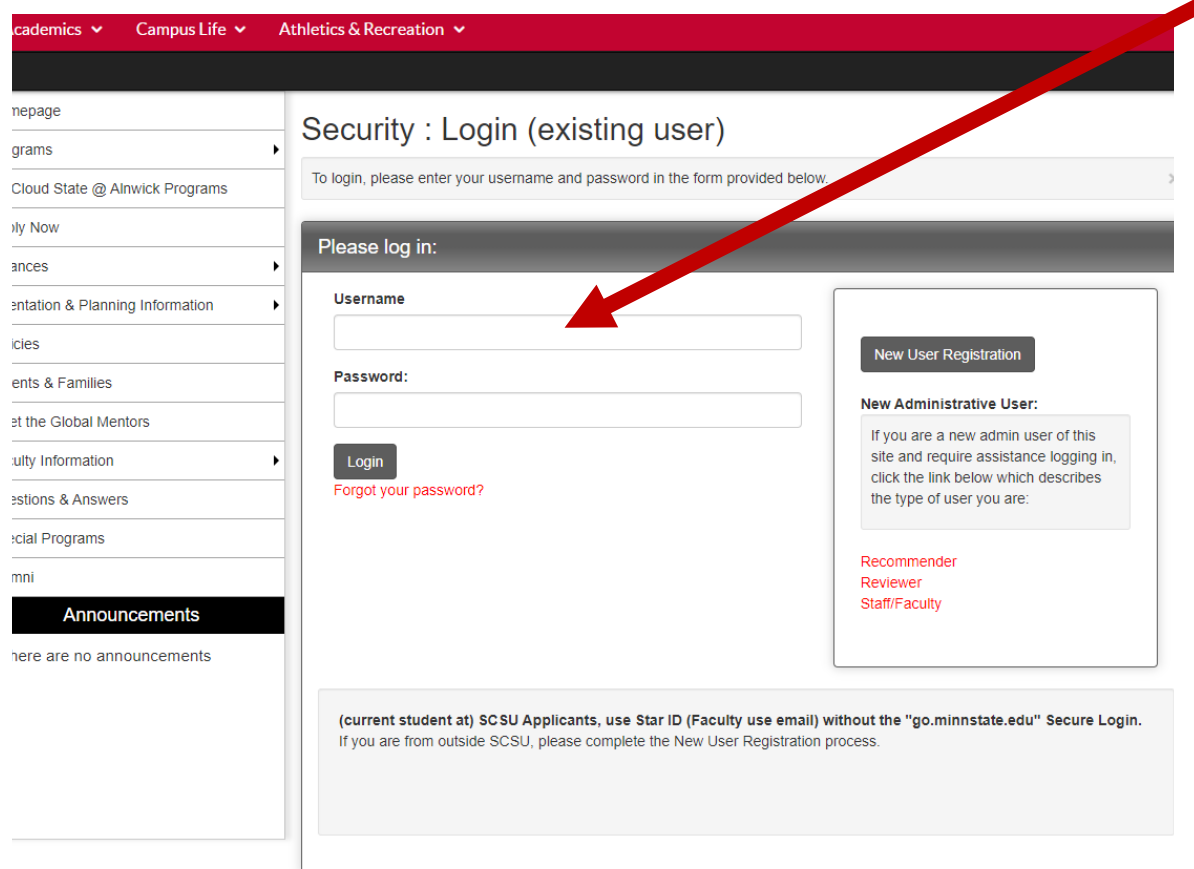# Step 6:

The link will bring you to this page. Click on the second option labeled " I have login credentials to this site that I have received by email" Then hit submit.

Academics ⌄   Campus Life ⌄   Athletics & Recreation ⌄

adlines

Homepage	
Programs	▶
St. Cloud State @ Alnwick Programs	
Apply Now	
Finances	▶
Orientation & Planning Information	▶
Policies	
Parents & Families	
Meet the Global Mentors	
Faculty Information	▶
Questions & Answers	

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.   ✕

Please indicate how you will be logging in:

○ I have an **SCSU** Star ID (Faculty use email) username and password.

○ I have login credentials to this site that I received by email.

○ I do not have login credentials to this site.

Submit

Step 7:

You will now log in with your @stcloudstate.edu email and the password that was given to you in the email.

Step 8:

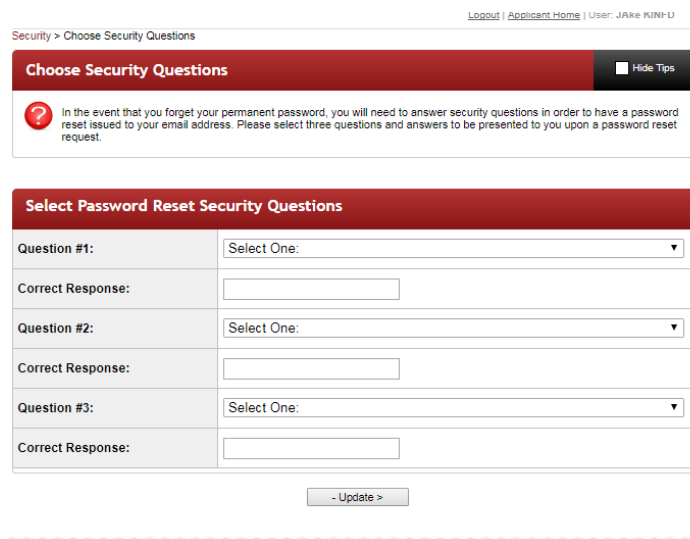It will now require you to select three password reset questions. Each question must be different. If you receive an error, double check that it is not the same question.

Once all three are complete, select Update.

Step 9:

Now you will create a new password.
Make sure to follow the instructions.

Security > Change Temporary Password

Security : Change Temporary Password

☐ Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:	
	(this is the password you would like to use for all future login attempts)
Re-enter New Password:	

Change

Congratulations, you now have a profile!

Next, is to create your faculty led program application.

Use this link

http://stcloudstate.studioabroad.com//?go=facultyproposal

Click "Apply Now"

Once you click on "Apply Now" this window will pop up. Click ok.

stcloudstate.studioabroad.com says

You are about to create an application. Are you sure you wish to do this?

OK   Cancel
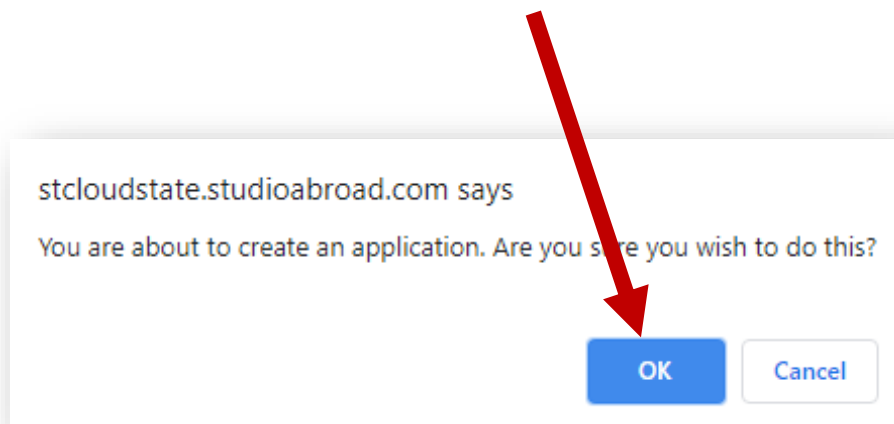
Select the term that matches your proposal

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying and build your itinerary by selecting a location, entering the arrival and departure dates, and clicking ×
on the 'add to itinerary' button.. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Terms   ○ Faculty Proposal 2, 2017

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Arrival Date: mm/dd/yyyy

Departure Date: mm/dd/yyyy

Location: Find location: enter city name here to find location

Aachen, Germany (Europe)
Aalborg, Denmark (Europe)
Aarhus, Denmark (Europe)
Aberdeen, United Kingdom (Europe)
Abo, Finland (Europe)
Accra, Ghana (Africa)
Addis Ababa, Ethiopia (Africa)
Adelaide, Australia (Australia/Pacific Islands)
Aegina, Greece (Europe)
Agen, France (Europe)
Agra, India (Asia)
Ahmedabad, India (Asia)

Add to Itinerary

Apply   Cancel

For this section, you will need to put in the arrival date, departure date, and location for your program. You can place estimated dates and we can change them online later if that is needed. Once you have entered that, you will need to select "Add to Itinerary".

If your program has multiple locations, you will need to put the arrival and departure date for each of the locations and then click add to itinerary. Again, if these dates change, we can help edit that later. This is to help create the program application.

Once this is completed, click "Apply"

You have now successfully started an application!

Faculty-Led Program Proposal - Faculty Proposal 1, 2021

Jacob Kinning ⚙

☰ ⚠ Requirements 🧳 Program info 📅 Itinerary

Get Started!

Online application

📄 Cover Letter - Faculty Proposal
📄 Passport Copy - Faculty Proposal
📄 Program Budget - Faculty Proposal
📄 Program Content - Faculty Proposal
📄 Program Design - Faculty Proposal
📄 Program Leader(s) - Faculty Proposal
📄 Risk Assessment Questionnaire
📄 Short Term Program Standards

Offline requirements

🔒 Program Required Signatures - Faculty Proposal

Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification Form	N/A	👁

Application deadline: 04/01/2021
Decision date: 05/01/2021
Start date: 03/31/2021
End date: 03/31/2021
View program

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These are all of the documents needed for the application.

By clicking on the item, it will open up the question and what is required.

Application deadline and program dates you entered can be found here

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📄 **Cover Letter - Faculty Proposal**

1) Cover Letter - Faculty Proposal (REQUIRED)

You can either post the information in the box below or upload a document using the yellow folder icon. Make sure the cover letter includes: * academic and international learning outcomes of the proposed program: will this program meet any or all of the University's Learning Commitments: active and applied learning; community engagement; global and cultural understanding; sustainability. * international experience of the proposer(s) and knowledge of and/or experience in the program country or region; * strategies for marketing this program; what are your strategies and who are your target groups; * emergency/crisis plan – example: do you have another SCSU faculty member along to assist or a partner institution who can assist if a student is injured and you have to move on to another location?

Styles ▾ | 🔗 ⊞ | **B** *I* U̲ | ≣ ≣ | ≡ ≡

Save
Done

Save: when you want to come back to edit.

Done: When the item is complete.

10

Jacob Kinning ⚙

⚠ Requirements ⁹   📇 Program info   🗓 Itinerary

Application deadline: 04/01/2021 📅

Decision date: 05/01/2021 📅

Start date: 03/31/2021 📅

End date: 03/31/2021 📅

[View program]

Get Started!

Online application

📄 Cover Letter - Faculty Proposal

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📄 Risk Assessment Questionnaire

📖 Short Term Program Standards

Offline requirements

✉ Program Required Signatures - Faculty Proposal

Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification F...	N/A	👁

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UNLEASH_AMAZING_

Offline requirements

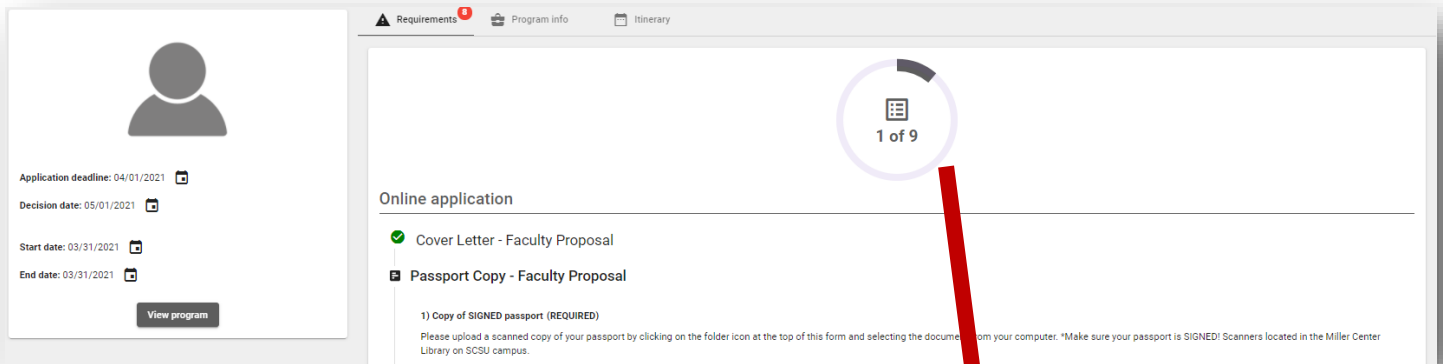✉ **Program Required Signatures - Faculty Proposal**

Please read and sign the form located in the link below. This form must be completed and sent to Jacob Kinning in the CIS office (Lawrence Hall 101) with the original signatures. The form needs to be signed by you, your Department Chair and your Dean to be complete.

**Program Proposal Signature Form.pdf**

[Print]

The Program Required Signatures form needs to be signed by you, your chair, and your Dean and then sent or emailed to the Center for International Studies Office. Once we receive this document, we will mark it complete and upload a copy to your application.

There are different ways to make sure your application is complete

At the top of your application is a progress graph that will update as you complete items.
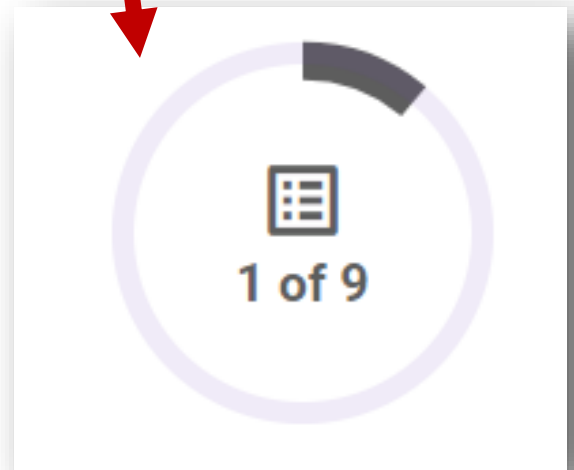
Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification Form	N/A	👁
🗎	Cover Letter - Faculty Proposal	03/24/2021	👁

At the bottom of your application, the system will date when items have been completed.

You can also connect with the Education Abroad team and we can confirm for you as well.

For the estimated program budget, we have created a guide for how to fill out the excel worksheet here

To download the excel budget
worksheet, click here

Once you have created the estimated budget, upload the excel document by clicking on the yellow folder icon and finding the excel document on your computer. Then click submit.

The learning content documents are different than the others. What you need to do is click on the document and it will open in a new window.

Once you have read the document, click "MARK AS READ" to complete this form.

To get back into your application at a later time.
Go to this website: https://www.stcloudstate.edu/educationabroad/

Education Abroad

Programs
Planning Your Trip
Scholarships
Alumni
Family Resources
Faculty Resources
Contact Us

Center for International Studies

Related Links

Multicultural Student Services ▸
Advising and Student Transitions ▸
Honors Program ▸
Career Center ▸
U.S. Embassies and Consulates ▸

Generation Study Abroad
IIE | Opening Minds to the World®

FIRST-YEAR EXPERIENCE

MEET WITH US
PROGRAM PLANNING

STUDENT EXPERIENCE
IDENTITIES ABROAD

Your first step is on campus. Where to next...

St. Cloud State University offers study abroad opportunities across the globe that can complement your major and enable you to gain skills, knowledge and make you more marketable.

Studies show that students who study abroad improve their academic performance and experience higher graduation rates. In addition, Education Abroad will help you:

- Improve your employment opportunities
- Learn about another culture first-hand
- Learn about yourself
- Gain confidence and adaptability

Choose from **more than 30** St. Cloud State study abroad opportunities and experience personal and professional growth.

SEARCH PROGRAMS

UPDATE YOUR APPLICATION

ALNWICK WEBSITE

MEET THE GLOBAL MENTORS

Upcoming Events

Study Abroad Virtual Advising
Wednesday, March 24, 2021 2:00 PM
https://minnstate.zoom.us/j/97273689480

Study Abroad Virtual Advising
Thursday, March 25, 2021 2:00 PM
https://minnstate.zoom.us/j/97273689480

Click on "Update your Application"

Homepage
Programs ▸
St. Cloud State @ Alnwick Programs
Apply Now
Finances ▸
Orientation & Planning Information ▸
Policies
Parents & Families
Meet the Global Mentors
Faculty Information ▸
Questions & Answers
Special Programs
Alumni

Announcements

There are no announcements

Security : Login (existing user)

To login, please enter your username and password in the form provided below.   ✕

Please log in:

Username

Password:

Login

Forgot your password?

New User Registration

New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

Recommender
Reviewer
Staff/Faculty

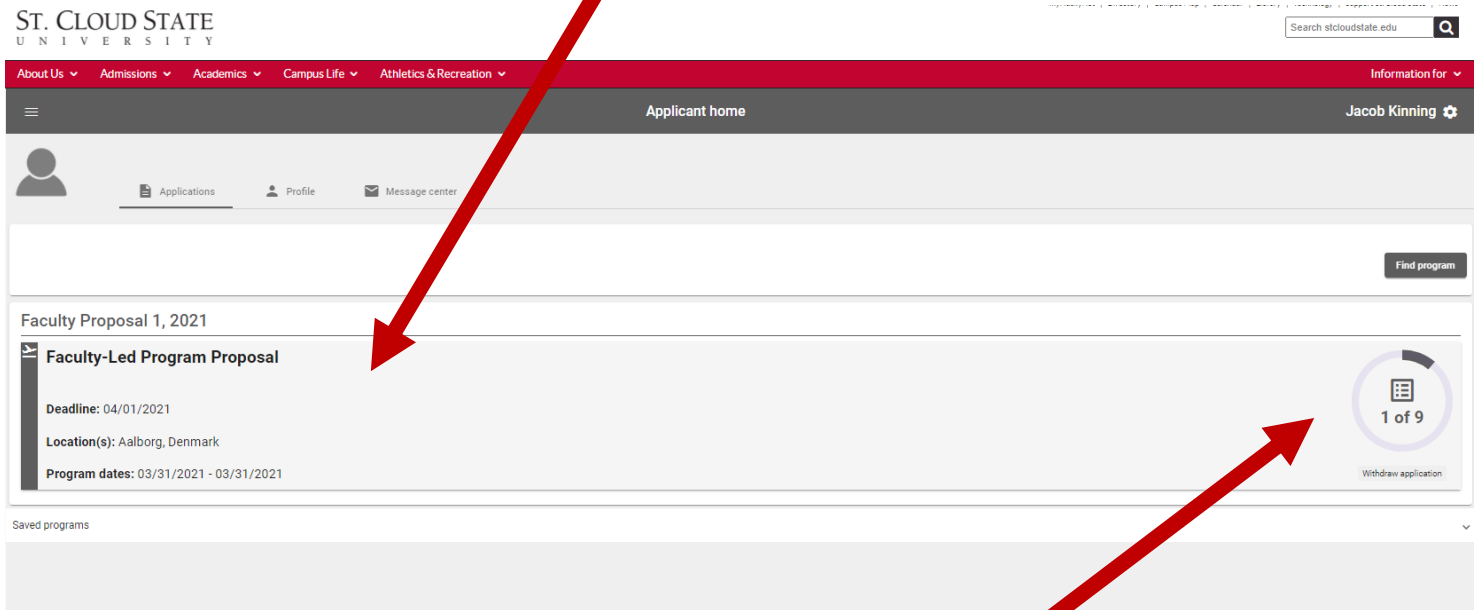(current student at) SCSU Applicants, use Star ID (Faculty use email) without the "go.minnstate.edu" Secure Login. If you are from outside SCSU, please complete the New User Registration process.

Enter in your username and password that you created when you created your profile.

If you have forgotten your password, send an email to the Education Abroad team and we can send you a password reset.

This is what your profile home will look like. Click on the program you would like to access. All applications you have created will be listed here.

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☰   Applicant home   Jacob Kinning ⚙

📄 Applications   👤 Profile   ✉ Message center

Find program

Faculty Proposal 1, 2021

Faculty-Led Program Proposal

Deadline: 04/01/2021

Location(s): Aalborg, Denmark

Program dates: 03/31/2021 - 03/31/2021

📋
1 of 9

Withdraw application

Saved programs   ⌄

This is another way to see how many materials you have left to complete for your application