



## Step-by-Step Application Guide for Study Abroad

Status	What This Means	Your Required Actions & Deadlines
<b>Incomplete</b>	<ul style="list-style-type: none"> <li>You have <i>started</i> your Penn Abroad application but <i>have not submitted it yet</i>.</li> <li>Your application will not count towards the application cap until it is submitted.</li> </ul>	Submit your application by the <b>Application Deadline</b> , which is stated on the program's brochure. <ul style="list-style-type: none"> <li>Oxford &amp; Cambridge (All Semesters): January 5</li> <li>Fall/Year: January 5, February 1 or February 15</li> <li>Spring: June 1 or September 1</li> <li>Summer: February 1</li> </ul>
<b>Submitted</b>	<ul style="list-style-type: none"> <li>You have submitted your application!</li> <li>Next, Penn Abroad reviews your academic eligibility for your first-choice program.</li> </ul>	<ul style="list-style-type: none"> <li>If you <i>are eligible</i>, your status moves to <b>In Review</b>.</li> <li>If you <i>are not eligible</i>, you will be placed in your first alternate where you are academically eligible, and space remains available.</li> </ul>
<b>In Review</b>	<ul style="list-style-type: none"> <li>You are eligible – the next step is academic approval!               <ul style="list-style-type: none"> <li><i>College students complete the College Intake form and receive Major approval by the deadline; Home School Approval comes later (March for Fall/Year abroad and October for Spring abroad).</i></li> <li><i>All other students receive Home School Academic Approval only, by the deadline.</i></li> </ul> </li> <li>Completion of additional forms, including applying to the host university for some programs only, also takes place at this stage.</li> </ul>	Obtain major and/or home school approval by the <b>Academic Approval Deadline</b> , which is 15 calendar days after the application deadline: <ul style="list-style-type: none"> <li>Oxford &amp; Cambridge (All Semesters): January 20</li> <li>Fall/Year: January 20, February 15 or March 1</li> <li>Spring: June 15 or September 15</li> <li>Summer: February 15</li> </ul> Complete all newly added forms in PASSPORT – including the host university application if required by your program – by the Academic Approval deadline as well.
<b>Conditionally Approved</b> <i>*Selective Programs Only</i>	<ul style="list-style-type: none"> <li>Programs marked “Selective” on PASSPORT receive more applicants than space available.</li> <li><b>Selection Committee</b> decides which students advance to the next phase of the application process.</li> </ul>	<ul style="list-style-type: none"> <li>If selected, you will move to <b>Conditionally Approved</b>.               <ul style="list-style-type: none"> <li>You must confirm your placement within 2 business days.</li> </ul> </li> <li>If you are <i>not</i> selected, you will stay <b>In Review</b> and be moved to your first alternate for which you qualify, and space is available.               <ul style="list-style-type: none"> <li>You will be notified if you also need new Academic Approval.</li> </ul> </li> </ul>
<b>Approved</b>	<ul style="list-style-type: none"> <li>Congrats! Your application is approved by Penn Abroad, and you are now awaiting formal acceptance from your host university/program.</li> </ul>	<ul style="list-style-type: none"> <li>Complete newly added forms in PASSPORT, including your host university application if you have not done so yet.</li> <li>Upload your host acceptance letter to PASSPORT as soon as received.</li> </ul>
<b>Accepted</b>	<ul style="list-style-type: none"> <li>Your host university has officially accepted you – you are going abroad!</li> </ul>	<ul style="list-style-type: none"> <li>“Commit” in PASSPORT within 2 weeks of moving to <b>Accepted</b>.</li> <li>Complete all acceptance steps as outlined by your host program.</li> </ul>
<b>Committed</b>	<ul style="list-style-type: none"> <li>Countdown to take off! You are officially going abroad and now it is time for final preparations.</li> </ul>	<ul style="list-style-type: none"> <li>Finish all outstanding forms in PASSPORT no later than:               <ul style="list-style-type: none"> <li>Fall/Year: May 1</li> <li>Spring: December 1</li> <li>Summer: March 1</li> </ul> </li> <li>Attend the <b>mandatory in-person pre-departure orientation</b>.</li> </ul>