

Application Guidelines for Faculty-Led Programs Abroad

Faculty-led programs have a standard application template, that you may wish to modify. Please review the application components listed below. Note that some components are standard and will automatically be included in the application for your program. Others require you to submit information to OSA in order to be included. Contact our office with any questions.

Learning Content

All applications contain standard learning content for students to read, acknowledge and sign. Please [review the learning content](#) and submit requests for additions to osa@tulane.edu.

- Program Deposit
- Agreement for Participation in International Emails
- Media Release – Waiver Form
- Passports and Visas
- Release and Waiver of Liability for Participation
- Student Health Considerations and Accommodations Abroad
- Summer Study Abroad Authorization and Consent

Questionnaires

Questionnaires are forms for applicants to complete. Some information is pulled in from Banner into the student's "General Profile." However, we encourage you to consider the type of information you may need in order to make a decision about the student's application as well as information you may need about the student while on the program. OSA Summer Programs collect this information below as part of the application process:

Standard OSA Questionnaires: These will be included in the application automatically.

- **General Information:** Student demographic data including Name, Contact Information, Major, GPA
- **Emergency Contact Information**
- **Passport Information and copy of Passport**
- **Transcript (most recent)**
- **Proposed Course Selection (if applicable)**

Faculty-generated Questionnaires: Please send to OSA by September 14th.

- **Personal Statement:** Define a question or prompt for students to respond to as part of the application.

Optional: Please send to OSA by September 14th if you would like to include these questionnaires.

- **Faculty recommendation**
- **Language evaluation**
- **Academic advisor approval**

Application Review

In order to review student applications, faculty leaders will log into the OSA Global Portal and review each student's questionnaire submissions. Applications can be reviewed on a rolling basis. Upon reaching an admissions decision, faculty leaders must complete two steps:

1. Send a letter to the student from the OSA Global Portal notifying the student of the admissions decision. A notification letter template is available from OSA.
 - a. Log into OSA Global.
 - b. Select Applicants.
 - c. Conduct Simple Search.
 - d. Enter Program Name and Select Program Term.
 - e. Click Search.
 - f. Select First Student by clicking on their application.
 - g. Review application questionnaires by clicking Questionnaire and clicking through the various submissions.
 - h. Make admissions decision.
 - i. Click Email.
 - j. Use system email form.
 - k. Send email to student by writing or pasting into text editor.
2. Change student status in OSA Global.
 - a. In individual student application, click status.
 - b. Change status from Pending to Approved or Rejected, based on admissions decision.
 - c. Click update.

Upon changing the status in the student application, Approved students will have access to the following "Post-Decision Questionnaires":

- Departing Airline Information
- Returning Airline Information
- Travel Information