SBA International Experience Application Process

Notes for Required Travelers:

1. Required Travelers scheduled to travel in 2016 MUST complete an application before December 14th. If you are choosing to defer travel, there is a section for addressing this on the application.
2. If you are a required traveler but are not yet scheduled to travel in 2016 you do NOT need to fill out an application.
3. If you are petitioning for a travel exception, you must still complete the application. There is a separate set of essays for the travel exception petition.

Getting Set up in VikingsAbroad

To start your Vikings Abroad application please visit: [https://vikingsabroad.pdx.edu/](https://vikingsabroad.pdx.edu/)

- On the homepage under the title “Welcome to the PSU VikingsAbroad Portal!” click the second link titled “Search for programs”.
- In the program name field type in “SBA” and click search.
- Find “PSU Faculty-Led: SBA International Experience Programs” and select it.
- On the program informational page click “apply now.”
- You will be prompted on how you indicate to log in, select “I have a PSU Single Sign On – Odin username and password”. Then click submit.
- Enter your Odin username, password, and click login.

Completing the Application

Due to be completed by Monday, December 14th 2015

When you get in there, you will see two major sections in the middle. These will be: Application Questionnaires & Learning Content.

Application Questionnaires:

In this section you will need to fill out a couple of forms. You can save your answers and return later to complete or once you finished, you can immediately submit your responses. The forms you will need to fill out include:

- SBA International Experience: Program Rankings. This is where you will indicate your top choice of program.
- **SBA Cohort Confirmation.** Please indicate your program and year of study.
- **Program Relevant International Experience Essays.** You will see 4 different essays sections. You will simply need to choose the ONE set of essays relevant to you and complete that section. There are separate sets of essays for:
  - MBA students
  - GSCM students
  - SBA students not required to travel (i.e., MSFA students)
  - Students petitioning for a travel exception
- **FERPA release form.** If you do not wish to submit an additional contact of whom Education Abroad can release information to please simply type “None.”
- **Optional One Credit Independent Study.** Please indicate whether you would like to be enrolled in and complete a one credit independent study if you need an additional 5th credit to qualify for financial aid in the summer.
- **Unofficial transcripts.** In this section simply follow the instructions provided.

**Learning Content:**
In this section of the application, you will want to go through each of the documents, read them & mark them as read. This section contains a lot of useful information about travel and offers resources.
- Please especially note the “SBA Program Drop Policy” that goes over your financial responsibilities once you confirm your program participation. This will be key once we switch you to accepted in the system.

**Material Submissions & Documents for Signature:**

In addition to the questionnaires & learning content in the center of the portal, on the left hand side, there are 2 additional sections that you will need to complete. These include:

**Application Fee:** You have the option of paying the $50 application fee through Cashnet at the time you apply or waiting until after December 14th for this to be applied directly to your student account. If you choose to pay at the time of applying, simply click “Pay Now” at the bottom of this section and you will be taken to the Cashnet website.

**Dean of Students - Conduct Release Form.** In order to release your student conduct records to the Office of International Affairs for review, please electronically sign this document.

If the application is complete, each section in Application Questionnaires, Learning Content & Signature Documents will have a check mark next to them. The only exceptions will be the essays not relevant to you & the application fee if you are adding to your student account.

You will NOT receive an email confirmation. However, if something is incomplete, the Graduate Business Programs Office will follow up with you after the close of applications.
Next Steps

Over Winter break, the SBA International Experience Committee will review all applications and will finalize travel lists. During the **week of January 4th**, students will receive confirmation of their travel program.

As soon as you have completed your application, you will have nothing further to complete for the Graduate Business Programs Office until you receive your confirmation of travel program in January. At that time, you will be sent additional instructions for completing the the Post Decision Confirmation Process. (Below is a review of the upcoming dates).

However, after the completion of your application, you should make sure that you:
- Have a plan in place for funding your international experience program.
- Confirm with your employers, family and other obligations your ability to travel during the program dates you are applying for.
- Make sure your passport is in order. This is includes checking it’s expiration date and making sure that it is **valid through March 2017**, making sure you have at least 2-4 blank pages left in your passport and acquiring one if you don’t already have one.

When you are asked to confirm your participation in your program in January, you will be verifying that you have thought about and taken the appropriate actions (such as those listed above) to ensure you are able to travel on the program.

**Post Decision Process Timeline**

**Week of January 4th, 2016**  
Student travel lists are finalized and students are contacted with confirmation paperwork.

**Monday, January 18th, 2016**  
Deadline for Appeals applications to be submitted (through VikingsAbroad) by 10:00 am.

**Monday, January 18th, 2016**  
All program acceptance paperwork due into the Office of International Affairs.

**Monday, January 25th, 2016**  
Programs with low enrollment cancelled.

**End of January/ Early February**  
Program Logistics Packets Sent Out with instructions on purchasing airfare, visa instructions, course registration & billing information, financial aid information & program lodging information.
Frequently Asked Questions

Q: When should I purchase my flight ticket and start applying for my visa?

A: You should not purchase your flight ticket or start your visa application until after you have confirmed your program and you have received the logistics & instructions packet for your program.

After all students have confirmed their participation in programs and the SBA confirms all programs will be running, a logistics & instructions packet will be sent to you. This packet will include:

- Instructions on purchasing your roundtrip ticket
- General instructions & tips for acquiring your travel visa(s)
- Arrival & Departure Information
- Program Lodging Information
- Course Registration & Billing Information
- Financial Aid considerations

Q: After I turn in my application, how will I know that the School of Business has everything they need?

A: After December 14th, if the Graduate Business Programs Office is missing any needed information from you, they will follow up via email. Please keep an eye on your email over Winter break in case there are additional items needed.

Q: What should I do after completing my application?

A: While you may be eager to get started in purchasing your ticket, etc. we ask that you wait on taking any major action until all program are confirmed in mid to late January. Programs are not confirmed to be running until they have a minimum number of students confirmed in them.

However, after the completion of your application, you should make sure that you:

- Have a plan in place for funding your international experience program.
- Confirm with your employers, family and other obligations your ability to travel during the program dates you are applying for.
- Make sure your passport is in order. This includes checking it’s expiration date and making sure that it is valid through March 2017, making sure you have at least 2-4 blank pages left in your passport and acquiring one if you don’t already have one.
When you are asked to confirm your participation in your program in January, you will be verifying that you have thought about and taken the appropriate actions (such as those listed above) to ensure you are able to travel on the program.

**Q: What if I submitted a section of my application but I would like to edit it?**

A: Before December 14th (the application due date), if you submit a section of your application but decide you need to edit it, please let us know. We can go into the system and allow you to edit a section.

**Q: What if between December 14th and January 4th I decide I would like to apply for a different program?**

A: You will be able to petition for a change after January 4th. During the week of January 4th, we will formally accept you into a program and you will be able to go into VikingsAbroad and fill out post decision documents. There will be a petition survey in the post decision documents.

**Q: Should I start applying for/revising my Financial Aid application now?**

A: No. While you can consult a Financial Aid officer and/or a loan officer (if you are using a PLUS loan) now to confirm you will have access to additional aid, they will not be able to help you with the revision process until you are formally confirmed in a program (in January).

We recommend that you make sure that you are eligible now for additional funding but you will not be able to take any additional steps until early February. More instructions will be given in the program logistics packets.