FACULTY-DIRECTED
Education Abroad
Application Workflow

Missouri State
OFFICE OF
EDUCATION ABROAD

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All COE, CNAS, DCOAG, MCHHS, and RCASH student applications are processed within the Office of Education Abroad. COB student applications are processed within International Business Programs.

- *Pending Phase*
  1. Student completes all pre-decision application material and clicks submit.

- *Application Marked Ready for Review*
  2. The student's status automatically changes to *"Submitted"*
  3. A tag is placed on the application saying, *"Application Complete, Pending STFD Approval."*

- *Ready to Review*
  4. The application will then be sent to the faculty director to review (*accept, deny, or waitlist*) the student's application.
     a. The program director is asked to review the student's eligibility to take the course they are offering and other eligibility associated with their program

- *Accepted/Waitlist/Incomplete Application*
  5. After the review is complete:
     a. The Office runs a disciplinary check with the Office of Student Conduct (Maxient system). Unless the student is on Level Two Probation based upon MSU's Code of Student Rights and Responsibilities, the student will be cleared for participation.
     b. The Office will verify the student is eligible (GPA, credit hours) – if ineligible, contact program director and student
  6. The Office will then manually update the student's status to *"Accepted to Program"* if the student has been accepted**
  7. The student will be alerted that their status has changed and that they have been accepted.
  8. The student will then need to commit to participate. When they commit to participate, their status will change to *"Participation Confirmed."*

- *Participation Confirmed*
  9. This will prompt the student to complete a few more items, such as submit a passport photocopy and complete a cost sheet.
  10. The Inbox (Ed Abroad or IBP) will receive an alert to verify the student's course selection and cost sheet.
      a. Check the cost sheet – cross-check it with the student's answers to the Course Enrollment Questionnaire (pre-decision)
      b. If the student chooses a course not offered on the program, the student will receive an email telling them to choose an appropriate course. The student's application will not be advanced until they have chosen an appropriate course.
      c. If a student made an error, follow up with the student.
      d. If approved, email the student notifying them they can meet with Financial Aid to determine their aid package.
  11. After ALL post-decision items are complete, the student's status will change to *"Ready for Departure."*

Note:

- A student is not confirmed to go on the program until their status is *"Participation Confirmed"* or *"Ready for Departure."*

- A student may withdraw without any financial penalty until the application deadline. If the student's status is *"Participation Confirmed"* or *"Ready for Departure"* after the application deadline, they are liable for funds based upon the [Faculty-Directed Office of Education Abroad Finance Policy.](#)

- If the faculty director decides to close the program before the deadline, all students will receive an email informing them that they have 48 hours to withdraw from the program if they no longer wish to participate.

STATUS DEFINITIONS	
STATUS	**DEFINITION**
Pending	Student has application materials to complete
Application Complete, Pending STFD Approval	Student has completed application materials, submitted application, and is undergoing course review by Education Abroad (or IBP for COB programs)
Application Complete, Pending STFD Approval & Marked Ready for Review	Education Abroad (or IBP for COB programs) has verified the course selection and the student is ready for the program director to review
Accepted to Program	Student has been accepted to the program and now must commit to participate
Participation Confirmed	Student has committed to participate on the program and has a few more items to complete
Ready for Departure	All application items are complete.