Online Application Instructions

1. Go to http://educationabroad.kent.edu/?go=Search and find the program to which you want to apply.

2. Click **Apply Now**
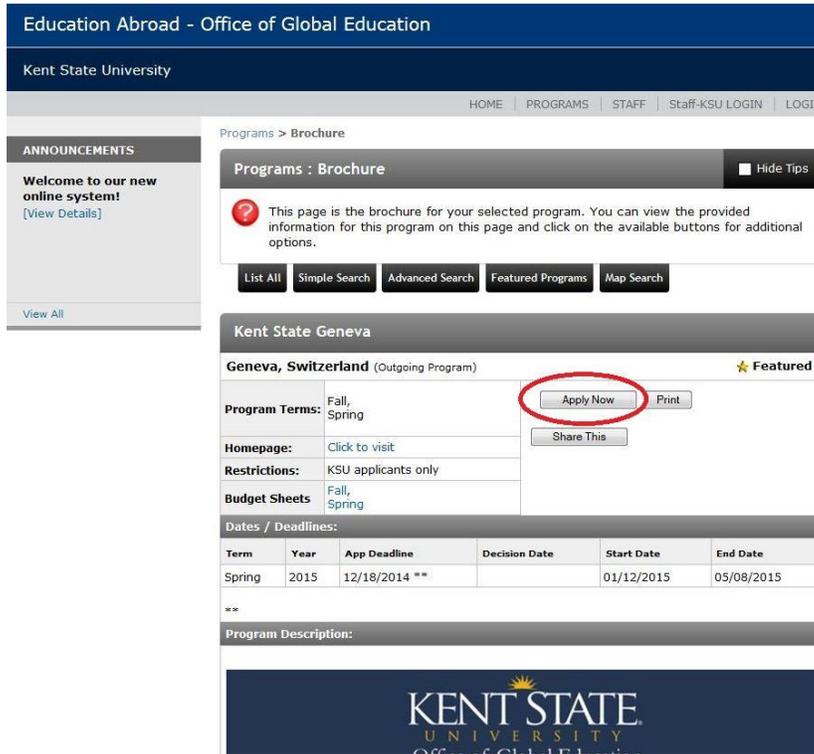
3. Click **OK**
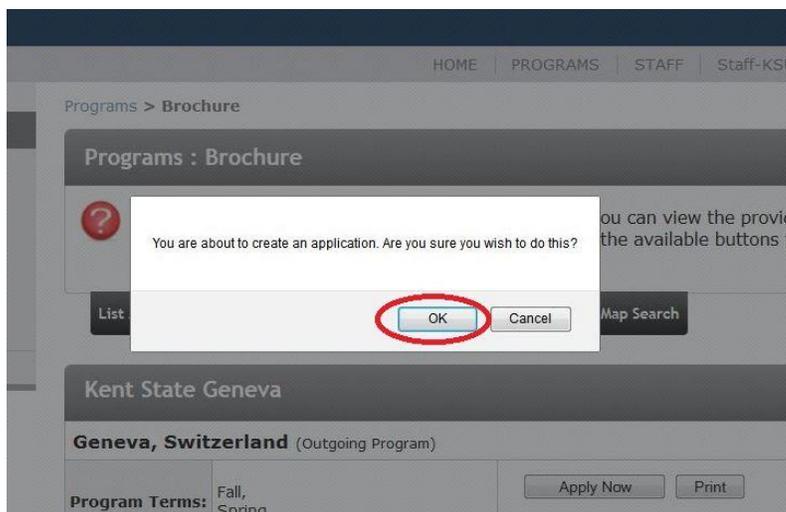
4. Click **Students only: I have a KSU-Flashline ID username and password** then **Submit**

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1	☐ Hide Tips

❓ 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:
- ◉ Students only: I have a KSU-Flashline ID username and password.
- ○ Staff Only: I have login credentials to this site that I received by email.
- ○ Staff Only: I do not have login credentials to this site.

Submit

5. Enter in your Flashline username and password and click **Login**

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FlashLine user name: _____ @kent.edu

Password: _____

Login

6. Click **Yes** and **Submit**

Security > New Profile Confirmation

Security : New Profile Confirmation	☐ Hide Tips

❓ This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

○ Yes   ○ No

Submit

7. Select the term to which you are applying, and then click **Apply**.

8. Now you will see the application check list. Fill out the components of the application checklist by clicking on the blue hyperlinks. As parts are finished, you will see checkmarks to indicate complete items.
    a. Material Submissions: These are documents that you must turn in physical or electronic copies to the Office of Global Education. When OGE receives your document, a staff member will check off that material.
        i. **IMPORTANT:**
            1. If you have already paid the application fee, you do not have to resubmit the payment.
            2. OGE staff will check off all the documents that you have already turned in.
    b. Signature Documents: These are items to read and e-sign acknowledging that you read them. Read these carefully. As you e-sign them, they will check off automatically.
    c. Application Questionnaires: These are online questionnaires that ask for certain information from you, or they will ask you to upload certain documents.
9. You can exit out and finish your application at a later date.
10. To re-log in, Click **LOGIN** in the upper right corner of any page.

11. When you re-log in, you must click on the program name (on the upper left side of your applicant home page) in order to see your application checklist.

12. When all your items have checkmarks your application is considered complete.
    a. All these items must be complete by the application deadline listed on the program's brochure page.
        i. Once the deadline passes, you will be locked out of your application items; you will be able to see them, but you will not be able to complete any more items.
13. When you have been accepted, you will receive notification to log in, read your acceptance letter, and commit to your program.
14. To commit to your program, click the **Commit** button that shows up at the top of your application checklist.

15. Once you are abroad, and after you return, there will be additional items to complete in your application. You will receive email notifications and reminders when there is something to complete in your application.