



APPLICATION WORKSHOP



WE'RE NOT FOR PROFIT. WE'RE FOR STUDENTS.

- As a non-profit organization, our mission is to make the life-changing experience of studying, interning, and volunteering abroad **accessible and affordable** for everyone.
- ISEP programs are **immersive and authentic** and focus on **inter-cultural exchange** and engagement with host communities.

LIVE LIKE A LOCAL



HEALTH, SAFETY, & WELLBEING

- All ISEP students receive comprehensive health insurance, 24/7 emergency services, and ISEP Student Services Coordinator
- On-site health facilities and support services
- Single-occupancy housing available at many sites
- ISEP's Promise and risk-free Travel Advisory Policy insures an alternate program, deferred placement, or full refund of placement fee



HOW IT WORKS

ISEP DIRECT

- Pay specific program fee – flexible housing and meal options
- Your placement is guaranteed as long as you meet the requirements

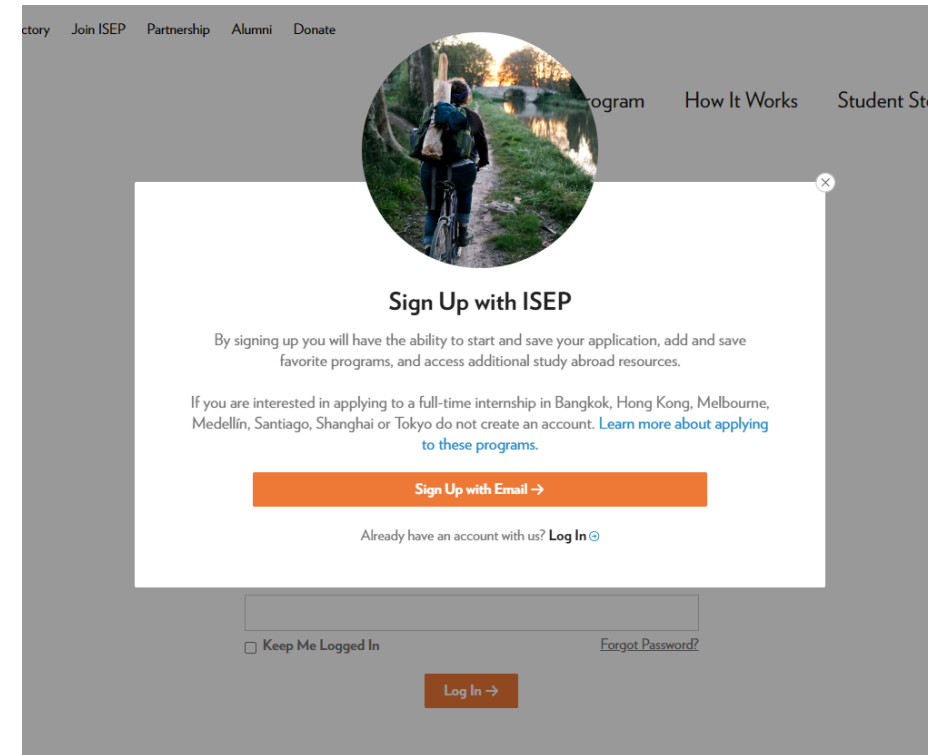
ISEP EXCHANGE

- Pay your home institution's tuition, housing, and meals
- Rank up to 10 sites, placement depends on academic needs and space available

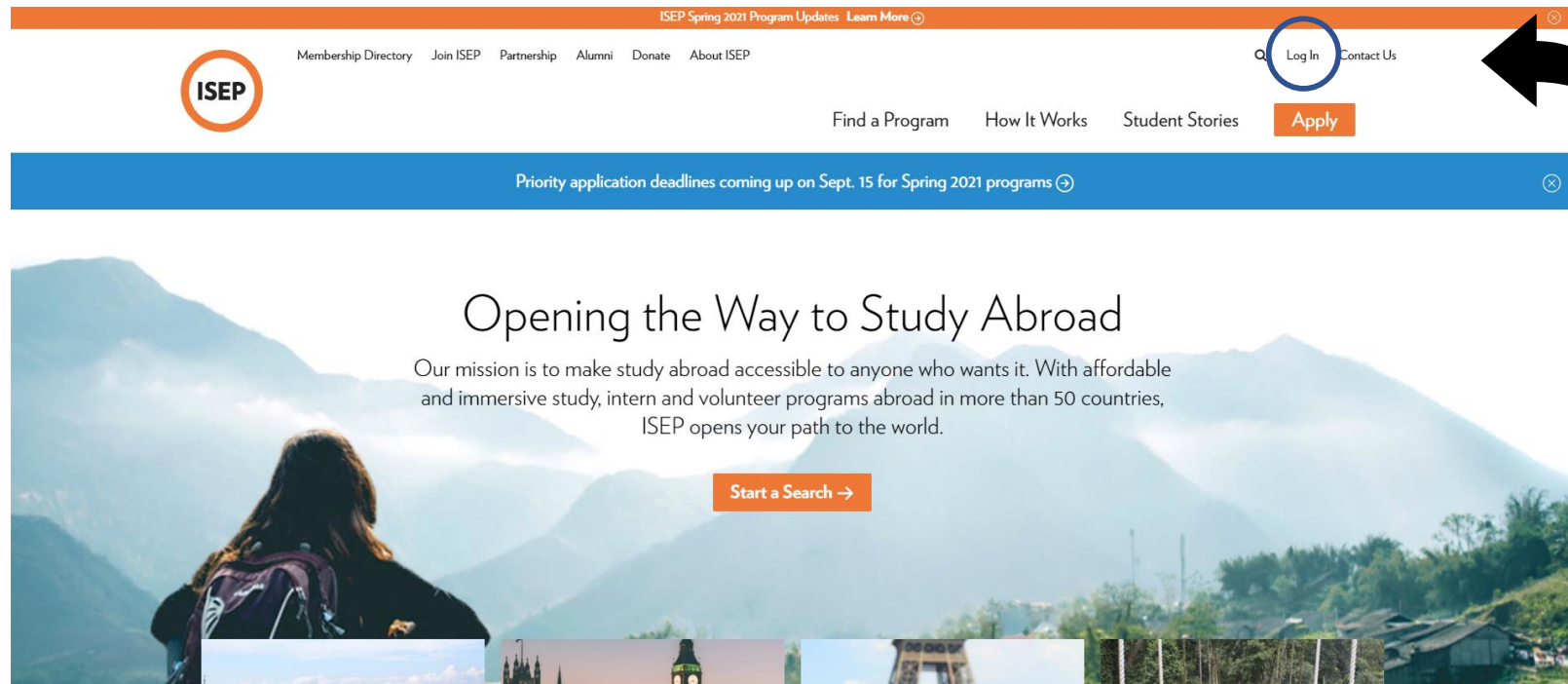


HOW TO APPLY

- Create an account at www.isep.org/apply
- Meet with your on-campus ISEP coordinator. They can answer campus-specific questions and will approve your application.
- ISEP Student Advisors can meet with you one-on-one to answer questions about programs, courses, and the application.

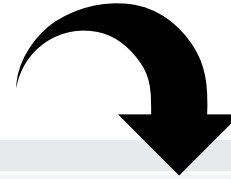


THE ISEP APPLICATION: STEP-BY-STEP INSTRUCTIONS



On the ISEP
Homepage
(www.isep.org), click
“Login” at the top
right corner.

Click “Sign up” and enter your information.



Log In With ISEP

Email

example@email.com

Password

Keep Me Logged In

[Forgot Password?](#)

Log In →

Don't have an account with us yet? [Sign Up](#)

www.isepestudyabroad.org%2Fplanning%2Fhow-to-apply&_ga=2.204639831.630942454.1599577027-1020660723.1576522323

Join ISEP Partnership Alumni Donate

Student St

Sign Up with ISEP

By signing up you will have the ability to start and save your application, add and save favorite programs, compare programs, and access additional study abroad resources.

If you are interested in applying to a full-time internship in Bangkok, Hong Kong, Melbourne, Medellín, Santiago, Shanghai or Tokyo do not create an account. [Learn more about applying to these programs.](#)

First Name

Last Name

Email
example@email.com

Phone Number
123-456-7890

Password

Show Password

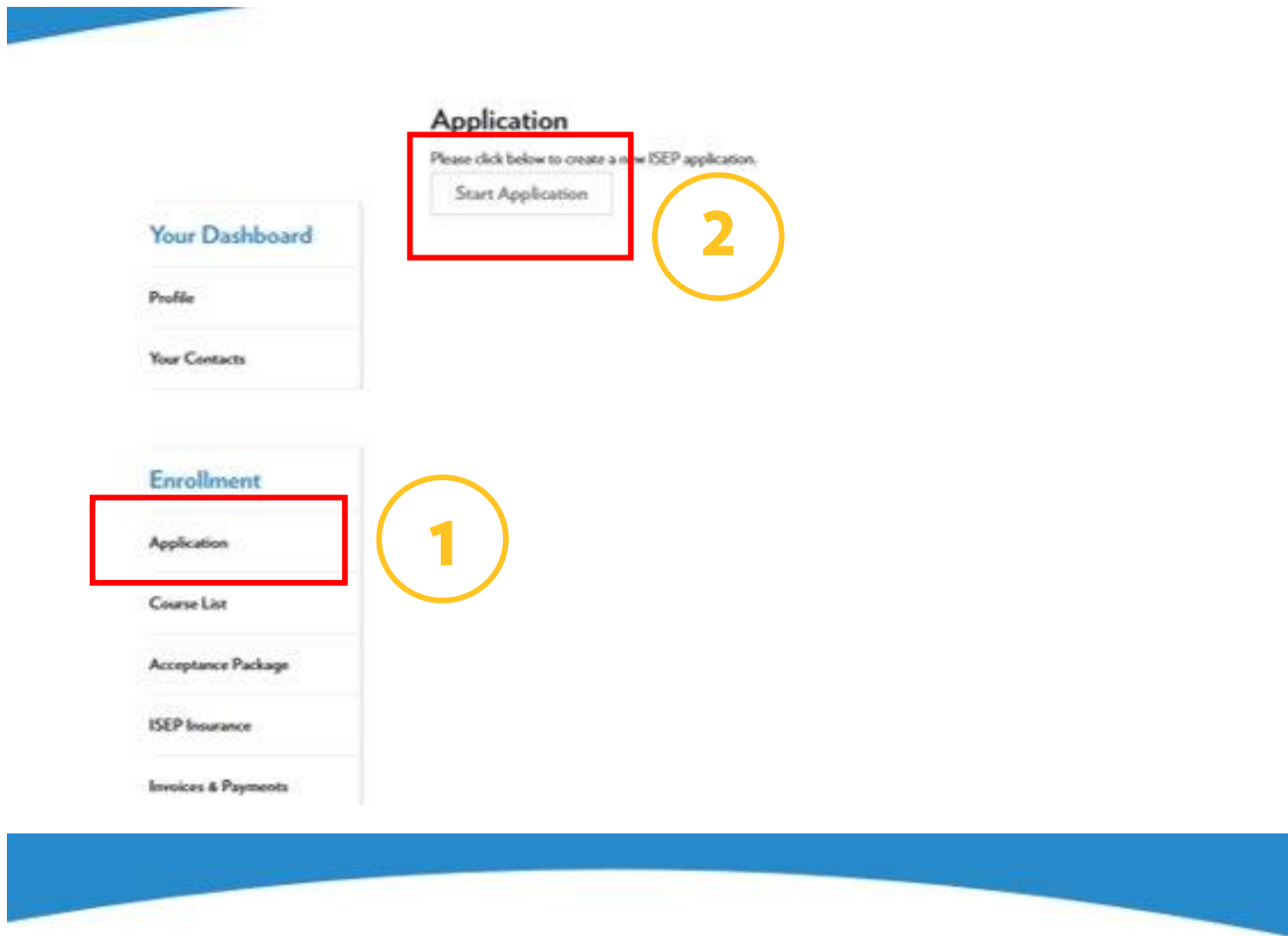
Retype Password

Show Password

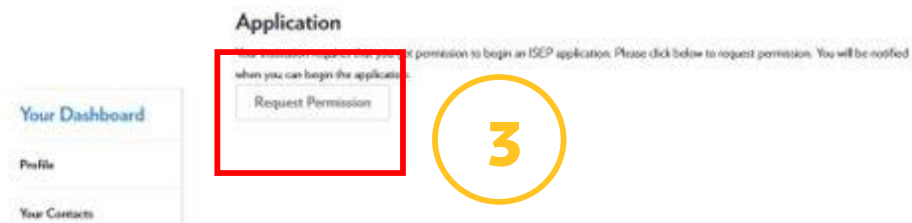
YOUR ISEP DASHBOARD

The screenshot displays the ISEP Dashboard interface. On the left, there is a vertical navigation menu with the following items: "Your Dashboard", "Profile", "Your Contacts", "Enrollment", "Application", "Course List", "Acceptance Package", "ISEP Insurance", "Invoices & Payments", "Get Ready to Go", and "Your Predeparture". The main content area is titled "Your Contacts" and includes the following text: "We are here to help. Check back here to see who can answer your question throughout the process." Below this, there are two sections of contact information. The first section is titled "Help at Your Home Institution" and describes the role of the main contact at the home university. It lists two contacts: Suzanne Gressnigt and Kitty VLIJTER, both with redacted phone numbers. The second section is titled "Help With Your ISEP Application and Acceptance Process" and describes the role of the ISEP contact. It lists one contact: Jolene Bechtel, with a phone number (703) 504-9903 and an email address jbechtel@isep.org.

1. When you login to your ISEP Account you will see your Dashboard.
2. From your dashboard you can access your application and the contact information of the team that is here to support you through the application process!
3. The first contact on your dashboard is your on-campus ISEP Coordinator. The second contact listed is your ISEP Student Advisor who will support you throughout the application process.
4. Click "Application" to begin your application or to request permission to begin.



To begin your application you can click "Application" then "start application". Your home university may require that you request permission to begin an ISEP application. If so, click "request permission" to send your request to your home university coordinator.





GETTING STARTED WITH YOUR APPLICATION

The screenshot displays a user interface for managing an application. On the left is a navigation menu with sections: 'Your Dashboard' (containing Profile, Your Contacts), 'Enrollment' (containing Application, Course List, Acceptance Package, ISEP Insurance, Invoices & Payments), and 'Application'. The main content area is titled 'Application' and features a toolbar with 'Edit', 'Delete', 'Download', 'Email', and 'Submit' buttons. Below the toolbar is a 'Continue your application' section with a document icon and the text 'You may edit your application. If you have any questions, contact your study abroad advisor or ISEP.' A date 'Created on Wednesday, September 9, 2020 | Last modified on Wednesday, September 9, 2020' is shown. A 'View your remaining steps' button is highlighted with a red box. Below this is a vertical progress list with six steps, each with a circular icon: 1. You started your application on Wednesday, September 9, 2020. 2. Finish all required application fields. 3. Submit your application to ISEP Coordinator. 4. Obtain approval from ISEP Coordinator. 5. Pay your application fee if required by your home university. 6. Submit your application to ISEP.

Once your application has been started, you can click “Edit” to continue or edit the application. You can also click “view your remaining steps” to see what’s left to do before you can submit!

Check out our [YouTube video on how to start an ISEP application!](#)

ADDING A NEW PROGRAM TO YOUR APPLICATION

Application
Created on September 9, 2020 | Last modified on September 9, 2020 | In Progress   Save application and exit

Your Dashboard

- Profile
- Your Contacts

Enrollment

- Application
- Course List
- Acceptance Package
- ISEP Insurance
- Invoices & Payments

Get Ready to Go

- Your Predeparture Information

Program List | Academics | Documents | Biography | Other

Program List [Search for more programs](#)


Select your home university and campus below if not selected

Add up to 10 programs per semester from your saved programs list. Please list them in order of preference.

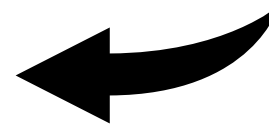
Add programs to this from your saved programs, below, or [search for more programs](#) and select 'add to application.'

[Continue](#)

Your Saved Programs

 Programs [Search for more programs](#)

You can add new programs by selecting “search for more programs” and “add to application.”



Also check out our short [youtube video on how to add a program to your list!](#)

USING THE ISEP PROGRAM FINDER

- You can use the ISEP program finder to filter by your field of study, terms of interest, and region or country of interest, and add programs you like to your application.
- There are also lots of advanced filters to help you narrow down your search.
- Check out our [YouTube video on how to use the ISEP Program Finder](#) to learn all the ways the program finder can help you find the perfect fit.

The screenshot displays the ISEP Program Finder interface. At the top, there are search filters: "Spring Semester (J...)", "2021", "Region (1)", "Where to?", "Psychology", and "Language (1)". Below these are buttons for "Apply Filters", "More Filters", and "Clear Filters".

On the left side, there is a list of search results with columns for "Sort", "Detail", and "List". The results are as follows:

University Name	Location
Karl-Franzens-Universität Graz	Graz, Austria
Universität Salzburg	Salzburg, Austria
Masaryk University	Brno, Czech Republic
University of New York in Prague	Prague, Czech Republic
Abo Akademi University	Åbo, Finland
University of Eastern Finland	Joensuu, Finland
University of Jyväskylä	Jyväskylä, Finland

The main part of the interface is a map of Europe and surrounding regions, showing numerous orange location pins indicating the locations of various ISEP programs. The map includes labels for countries like Sweden, Norway, Finland, Denmark, Poland, Germany, France, Italy, Greece, Turkey, and others. The map is currently set to "Map" view, with "Satellite" also available. A search bar at the top of the map area contains the text "Where to?".

ADDING A NEW PROGRAM TO YOUR APPLICATION

Step 1

After you enter your search parameters and hit "apply filters", select one of the sites from your list

Membership Directory Join ISEP Partnership Alumni Donate

Find a Program How It Works Student Story

397 programs found for American University in Bulgaria! (Not your home university?)

Semester Year Region (1) Where to? Psychology Language

Apply Filters More Filters Clear Filters

Sort Detail List

Universidad de Palermo
Buenos Aires, Argentina

Universidad del Salvador
Buenos Aires, Argentina

Universidad Blas Pascal
Córdoba, Argentina

Universidad Católica de Córdoba
Córdoba, Argentina

La Trobe University
Bendigo, Australia

La Trobe University
Bundoora (Melbourne), Australia

Deakin University
Geelong Warun Ponds, Australia

Map Satellite

Universidad de Palermo
Buenos Aires, Argentina
Founded in 1986 and granted official status as a private university in 1990, Universidad de Palermo has become one of the most innovative and vigorous educational institutions in Argentina. The...

Step 2

After you click on the school's name, you'll arrive at the school's main page. Scroll down to the bottom of the page where you'll see each program offered at that site. Select a program option by clicking "Learn More"

Flexible Course Enrollment (in Spanish)
ISEP Direct
Buenos Aires, Argentina

Flexible Course Enrollment (in Spanish)
ISEP Exchange
Buenos Aires, Argentina

Learn More

Learn More

ADDING A NEW PROGRAM TO YOUR APPLICATION

STEP 3

Once you click on a program, you will arrive to the school's Program Page. Scroll to the bottom of this page. You will find the semesters available. Select a term. Once selected, you will see, on the right, two buttons: "Add to Application" and "Save for Later".

"Save for Later" works similarly to an Amazon Wishlist. You are adding to your ISEP "Wishlist"



AUTUMN SEMESTER
September 2018 - January 2019 (Tentative)

Semester Tuition Home University Tuition

- Chance of Placement: Very Limited
- Application Deadline: February 15, 2018
- Average Classes Per Week: 4
- Average Class Hours Per Week: 15

Click to add text

Required Expenses

Housing

- Standard University Housing (shared bathroom) Home University Housing Price
1 person per room <http://www.roehampton.ac.uk/Accommodation/On-Campus/>

Meals

- Meal Option 1 Home University Meals Price

Optional Expenses

Airport Pickup

- Airport Pickup 1 Included

Airport Pickup Instruction: Arrival to take place at Heathrow where there will be a free meet-and-greet service on the instructed arrival date. Please ensure arrival is before 9:00 p.m. Staff from the university will be meeting all students in the Terminal 3 Arrivals Hall. We will be waiting under the main Meeting Point with a sign displaying University of Roehampton by the Airport Information Desk T3. If you are arriving in to Heathrow at another terminal please use the Heathrow Express Train, which is free between all

University of Roehampton
London, England, United Kingdom

Autumn Semester

Tuition	Home University Tuition
Housing	Home University Housing Price
Meals	Home University Meals Price
ISEP Application Fee	US\$100
ISEP Placement Fee	US\$325




Total: US\$425

Program Deadlines
Priority: February 15
Application: February 15, 2018

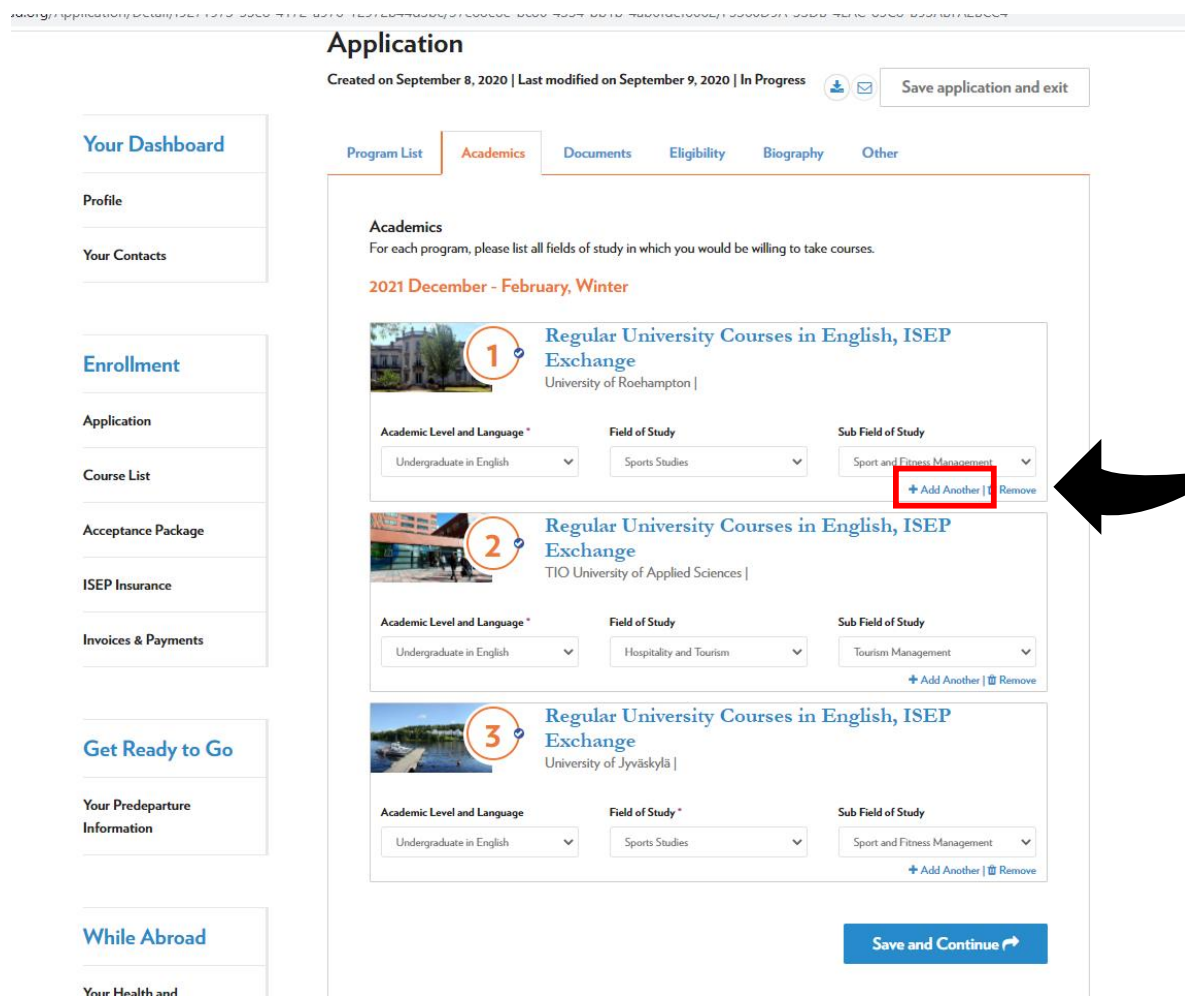
Chances of Placement: Very Limited

Add To Application

Save for Later

SHARE   

ISEP APPLICATION: ACADEMICS SECTION



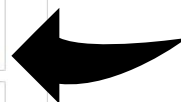
The screenshot shows the 'Academics' section of an ISEP application. The page title is 'Application' with a sub-header 'Academics'. It indicates the application was created on September 8, 2020, and last modified on September 9, 2020, and is currently 'In Progress'. A 'Save application and exit' button is visible. The left sidebar contains navigation options: 'Your Dashboard', 'Enrollment', and 'Get Ready to Go'. The main content area is titled 'Academics' and instructs the user to list all fields of study for each program. It shows three programs for the '2021 December - February, Winter' term:

- Program 1:** Regular University Courses in English, ISEP Exchange, University of Roehampton. Field of Study: Sports Studies. Sub Field of Study: Sport and Fitness Management. Includes '+ Add Another' and 'Remove' buttons.
- Program 2:** Regular University Courses in English, ISEP Exchange, TIO University of Applied Sciences. Field of Study: Hospitality and Tourism. Sub Field of Study: Tourism Management. Includes '+ Add Another' and 'Remove' buttons.
- Program 3:** Regular University Courses in English, ISEP Exchange, University of Jyväskylä. Field of Study: Sports Studies. Sub Field of Study: Sport and Fitness Management. Includes '+ Add Another' and 'Remove' buttons.

A blue 'Save and Continue' button is located at the bottom right of the main content area.

List the field of study in which you plan to take courses while abroad (Major, Minor, Electives). You should add every subject you plan to take courses in.

You can list several fields of study by clicking "add another." You should list all those that you plan to take courses in.



If you do not see an area of study you need, that means it is not available through this program. Consult with your ISEP Student Advisor to determine what might work for you.

Click Save and Continue when you are finished adding subjects.

ISEP APPLICATION: DOCUMENTS SECTION

The screenshot shows the 'Documents' section of an ISEP application. At the top, it says 'Application' and 'Created on January 8, 2019 | Last modified on January 8, 2019 | In Progress'. There are navigation tabs for 'Program List', 'Academics', 'Documents', 'Eligibility', 'Biography', and 'Other'. A 'Save application and exit' button is in the top right. The 'Documents' section has three main areas:

- 1** **UPLOAD YOUR TRANSCRIPT**
Upload a copy of your official transcript, including all courses currently in progress.
Add Files
- 2** **REQUEST AN ACADEMIC REFERENCE**
Request academic reference from your faculty member.
Request an academic reference
- 3** **UPLOAD ADDITIONAL DOCUMENTS**
Upload any additional documents requested by your institution.
Add Files

At the bottom right, there is a 'Save and Continue' button.

1. Request an official transcript from your home university. Upload it by clicking "Add Files"
2. Click "Request an academic reference" to enter the name and email of one of your professors. They will receive an automated message with a personalized link where they can complete your reference.
Note: Students who apply only to ISEP Direct programs are not required to submit an academic reference.
3. If you're applying for a program where you'll take classes in a foreign language, the application system may prompt you to request a language evaluation (to be completed by a professor specializing in that language), or a writing sample.

ISEP APPLICATION: ELIGIBILITY SECTION

- In this section you'll enter your academic level while abroad, US GPA, and language level (or language test scores) if you'll be taking courses in the host language.
- Be sure to click to verify your eligibility for the programs on your list!

Your Dashboard

Profile

Your Contacts

Enrollment

Application

Course List

Acceptance Package

ISEP Insurance

Invoices & Payments

Get Ready to Go

Your Predeparture Information

While Abroad

Your Health and Safety Information

Program List Academics Documents **Eligibility** Biography Other

Eligibility
Enter the following information to verify that you meet the eligibility requirements for each of the programs you selected.

ENTER YOUR SCORES

Academic Level While Abroad: Junior

U.S. GPA: 3.79

Spanish Language Evaluation (Scores populated by completed Language Evaluation)

Writing: B1 - Intermediate High

Reading: B1 - Intermediate High

Listening: B1 - Intermediate High

Speaking: B1 - Intermediate High

VERIFY YOUR ELIGIBILITY
You must confirm you are eligible for the programs you selected.

[Click to Verify The Above Qualification](#)

[Save and Continue](#)

ISEP APPLICATION: BIOGRAPHY SECTION

Your Dashboard

Profile

Your Contacts

Enrollment

Application

Course List

Acceptance Package

ISEP Insurance

Invoices & Payments

Get Ready to Go

Your Predeparture Information

While Abroad

Your Health and Safety Information

Provide Your Contact Information

Program List Academics Documents **Biography** Other

Biographical Information

PASSPORT INFORMATION

Enter the following information as it appears on your passport. Ensure the information is accurate as it may be used on your visa documentation and registration. ([View Sample Passport](#))

First name*

Middle or maiden name

Last name*

Gender* Male Female

Date of birth*

Birth city*

Birth country*

What is the issuing country of the passport you will use to travel to your host country?*

Do you currently have a passport? No Yes **Please upload your passport now. It should be valid for at least 6 months after the end of your study abroad period.**

Upload Copy of Passport

Passport Expiration Date*

Passport Number*

CITIZENSHIP AND RESIDENCY INFORMATION

- In this section you'll be asked to enter your passport info and upload a copy of your passport.
- Don't worry if you don't have a passport yet! You can still submit your application without it (but we recommend you start applying for a passport now!)

ISEP APPLICATION: OTHER SECTION

Application

Created on January 8, 2019 | Last modified on January 8, 2019 | In Progress

  Save application and exit

 Program List  Academics Documents Eligibility Biography **Other**

Other Information

SPECIAL NEEDS

Do you have any special needs or require special services during your program? * Yes No

Will any dependents accompany you during your program? This may include a spouse or children. * Yes No

Save and Continue 

In our “other” section, you’ll be able to note if you have any special needs, or if there’s anything else you want a host site to be aware of.

Things you might want to include:

- academic accommodations, like extra time for testing
- mental health needs, like specific medications or support services you use

ISEP APPLICATION: SUBMIT & APPROVAL

1

Your Dashboard

Profile

Your Contacts

Application

[Edit](#) | [Delete](#) | [Download](#) | [Email](#) | [Submit](#)



Your application is ready to submit

All your required fields are complete. You may continue editing or submit it your home ISEP Coordinator.

Created on Monday, May 25, 2020 | Last modified on Wednesday, September 9, 2020
[View your remaining steps](#)

2

Your Dashboard

Profile

Your Contacts

Application

[Edit](#) | [Delete](#) | [Download](#) | [Email](#) | [Submit](#)



Home ISEP Coordinator approval pending

Your application was passed to your ISEP Coordinator. If you have any questions, contact them directly.

Created on Tuesday, January 21, 2020 | Last modified on Wednesday, September 9, 2020
[View your remaining steps](#)

3

Your Dashboard

Profile

Your Contacts

Application

[Edit](#) | [Delete](#) | [Download](#) | [Email](#) | [Submit](#)



Pay your application fee to submit

Your ISEP Coordinator approved your application. Pay your application fee to submit your application to ISEP.

Created on Thursday, August 6, 2020 | Last modified on Wednesday, September 9, 2020
[View your remaining steps](#)

Once your application is complete, you'll click again on the "Application" button, then:

1. Hit "submit" to send your application to your ISEP coordinator
2. Your ISEP Coordinator will review and approve on behalf of your home university
3. Once your coordinator approves, pay your \$100 USD application fee to finalize your submission! (*some universities may bill you separately for your application fees*)

ISEP APPLICATION: SUBMIT & APPROVAL

The screenshot shows a user interface for managing ISEP applications. On the left is a navigation menu with sections: 'Your Dashboard' (containing 'Your Dashboard', 'Profile', 'Your Contacts') and 'Enrollment' (containing 'Application', 'Course List', 'Acceptance Package', 'ISEP Insurance', and 'Invoices & Payments'). The 'Invoices & Payments' menu item is highlighted with a red box, with an arrow pointing to it from the right. The main content area is titled 'Your Invoices & Payment History' and displays an invoice for an 'APPLICATION FEE' of 'US \$100.00' dated 'SEP 7, 2020'. The invoice details include the invoice number '#122024545', the amount 'Balance: US \$100.00', and two buttons: 'Print Receipt' and 'Make a Payment'. The 'Make a Payment' button is highlighted with a red box, with an arrow pointing to it from the right.

To pay your application fee hit:

1. "Invoices & Payments"
2. Make a payment



ISEP STUDENT ADVISORS

- **Maggie Montgomery** – mmontgomery@isep.org
The Americas & Southern Europe
- **Rebecca Secula** – rsecula@isep.org
Central Europe & the United Kingdom
- **Jolene Bechtel** – jbechtel@isep.org
Africa, Belgium, France, the Middle East, the Netherlands & Northern Europe
- **Heather Schloss** – hschloss@isep.org
Asia & Oceania