How-To Guide

Northwestern Study Abroad Application:
For School Representatives

Logging In and Using the Site

Student Application Search

Reviewing Study Abroad Plans & Providing Your Signature

School Representative Letter of Explanation

NORTHWESTERN
UNIVERSITY

Logging In and Using the Site

To log in to the Northwestern Study Abroad Application system to review students' applications and provide approval:

1. Visit **www.northwestern.edu/studyabroadapp/manager**
2. Log in with your Northwestern NetID and password.
3. Once logged in, you will be directed to your **Home** page, which will list under "**Action Items"** any new student applications that have been submitted. Under "**Recent Items**," you will see any student applications that you have viewed recently.
4. You can edit your personal information by clicking on the "**My Account**" tab on the top left hand side of the page.

Student Application Search

1. To locate a student's application, click on "**Applications.**"

2. You will see a list of all student applications currently in the system, as well as the status of their application.
   Note: If a student is in the process of completing their application, the status will be listed as "**Incomplete**." All applications requiring review by the school representative will be in "incomplete" status.
3. To search for a student's application, enter the Full Name or Student ID number of the student in the "**Keywords**" field.
4. If there are multiple applications listed for a given student name or Student ID, you can filter by program name, program term, or status (e.g., incomplete). Click on the "**More Filters**" button in the search area, select the desired information, and click "**Apply Search.**"
5. To access the student's application, click on the paper and pen icon under the "**Actions**" column.

Reviewing Study Abroad Plans & Providing You
Signature

For more information and guidelines about the process for reviewing study abroad plan with students, visit the Faculty & Advisers section of the Study Abroad Office website.

1. You can review a student's study abroad application in one of three ways:
   a) Review the complete application on your screen
   b) Click on any of the sections on the left side of the application to view that section only. To review the student's preliminary study abroad course plans, scroll down and click on the "**Preliminary Course Plan o Study**" section.
   c) Click on "**Print PDF**" at the top of the application to download a PDF version of the application.
2. To provide your signature, click on the "**School Representative Signature**" section and then click "**Edit**."

   ○ School Representative Signature

   a) Scroll down to the "**School Representative**" section. This section can be viewed, but not edited, by the student.
   b) Enter your personal information (name, title, email).
   c) If your approval of the student's plans is conditional, state the conditions in the "**Conditions/Comments**" field.
   d) Provide your "**Electronic Signature**" and "**Signature Date**."
   e) Scroll down to the very bottom of the page and click "**Submit**" to record your signature and comments/conditions.

After submitting your signature, you'll be returned to the student's application. You ma select another student's application by clicking "**Incomplete**" under "**Applications**" or exit the system by clicking "**Logout**" in the upper right hand corner.

School Representative Letter of Explanation

If your student has a cumulative GPA below 2.5 at the time of application, you will also need to complete a *School Representative Letter of Explanation*.

1. To submit the School Representative Letter of Explanation, direct your mouse over "**Application Processing Tools**," wait for the Application Information, Manager Application Information, and Attached Documents sections to appear, and then click on "**Manager Application Information**."
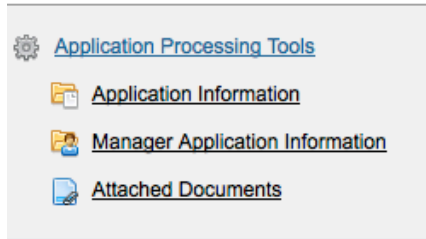
   This section can only be accessed by School Representatives and study abroad advisers, so any information provided here will be kept confidential. Click "**Edit.**"

2. You'll have the option to either upload a Letter of Explanation saved on your computer or copy and paste the letter into the text box provided.

   To upload a saved file:

   a) Click on the "**Browse**" button.
   b) Select the appropriate file to upload.
   c) Once selected, the file path will appear in the upload box.

   To copy and paste a letter:

   a) Copy the text you wish to paste.
   b) If you are copying from a Word document, click on the Paste-As-Plain-Text 🗒 icon before pasting.

3. Provide your Name, Email Address, and Today's Date.
4. Click "**Submit**" at the bottom of the page.

After submitting your letter, you'll be returned to the student's application. You may select another student's application by clicking "**Incomplete**" under "**Applications**" or exit the system by clicking "**Logout**" in the upper right hand corner.

More Information

Additional information about the school review process is available in the Faculty & Advisers section of the Study Abroad Office website.