

Instructions for Completing the On-Line Study Abroad Application

The application form for University of Maryland Study Abroad programs is now submitted on-line.

If you plan to apply to a Maryland study abroad program, you will

- (a) complete this form and send it electronically to the Maryland Study Abroad Office
- (b) bring or send all supplementary materials (transcripts, personal statement, etc. as indicated on the individual program's web page) to the Study Abroad Office before your application will be considered complete. All supplementary materials must be turned in simultaneously. Your application will not be reviewed until these materials are received by our office.

You will need to have the following information before you begin to complete the form:

- UID
 - Directory Password
 - Emergency Contact
 - Program Name, Country, City, Host Institution
 - Program Term and Year
1. To access the new electronic form called "Application for Study Abroad," go to the ARES website: <http://ares.umd.edu/Elf/Elf.html>.
 2. Select **Access My Forms** from the left hand column of the screen.
 3. The Common Login screen should now appear. Login with your Maryland UID and password.
 4. You have now accessed your personal Elf Box. To create a new application, select **New Form** (button at the top left of your screen).
 5. From the "Create a New Form" screen, select "Application for Study Abroad."
 6. The Study Abroad-Elf form should now appear on your screen.
 7. Next, carefully review the instructions on the "General Information" screen. Click **Next** to begin completing the forms. You must complete all fields before advancing to the next tab.
 8. On the Signature tab, review the listed guidelines and check the check box to accept and follow the guidelines. Type in your complete name at the bottom
 9. **Print this form and turn it in to the Study Abroad Office with your supplementary materials.**
 10. If you wish to review and/or make changes to the form before you submit it, select the "Folders" tab and the different sections of the form will appear on the screen. Select the section you wish to review and make any changes you see necessary. Once you have reviewed your form and wish to submit it, select **Send**.
 - a. The system will automatically run a check on the form for any errors. After the system checks the form, any errors or warnings found with the form will appear in the error box. To access the section(s) of the form to correct the error(s), select the section name listed in blue in the Error Box. After you correct the errors, if any, try to send the form again.
 - b. If you still have errors, correct them and try to send your form again. If you still have errors appearing in the error box, please contact the Study Abroad Office for help during office hours.
 - c. You can save a draft of your form by clicking on **Save** at the top of the Elf screen.
 11. You will receive an email when your form has been accepted, rejected or returned. Check the status of your form periodically.

IMPORTANT: Do not forget to turn in all supplementary materials to the Study Abroad Office to ensure your application is considered complete and reviewed.