

## HOW TO APPLY TO A TRAVEL STUDY COURSE



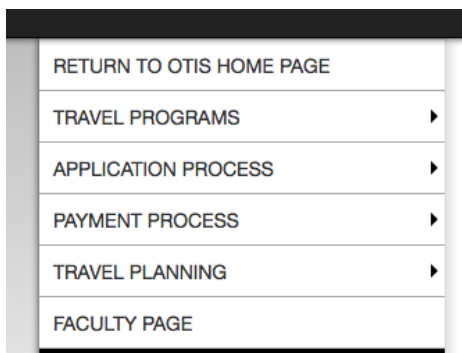
### **DOWNLOAD:** [How to Create a Travel Study Account](#)

Creating a Travel Study Account is essential in allowing you to apply for your desired travel study course and have a successful and meaningful travel study experience.

**IMPORTANT:** upon acceptance into a travel study course by way of your travel study account, you are still required to **register** for the course online or through the Registration office.

### **INSTRUCTIONS:**

1. Click on the “**Travel Programs**” link in the top left menu.



2. Find the travel study course of your interest, or click “**List All**” if you’re interested in an Exchange program. Click on the title of the course that is highlighted in pink.

# TRAVEL AND EXTERNAL STUDY

## Programs : Featured

[Simple Search](#)[Advanced Search](#)[Featured Programs](#)[Course Search](#)[Map Search](#)

This is a listing of all the featured programs in the program catalog. You can view the brochure for any of these programs by clicking on the program name. ✕

Featured Program	Description	Save/Share
<b>Japan: Cultural Arts, from Past to Present</b> Tokyo, Japan Terms: Spring	<b>Description:</b> ABOUT Experience Tokyo, Japan and its surrounding areas through its profound heritage of cultural and artistic riches. This special program includes nine full days to visit beautiful sites and museums of historical[...]	
<b>KEA Charrette Competition: Field Study</b> Copenhagen, Denmark Terms: Fall	<b>Description:</b> What is a Charrette? A Charrette is an intensive, collaborative process that brings together students, community members and professionals to develop innovative solutions for complex issues. Over a few short days of brainstorming, discussion and [...]	

- You will arrive at the page with the information about the course.
- Click on **"Apply Now"** to apply for the course and create a travel account.

## Japan: Cultural Arts, from Past to Present (Outgoing Program) ★ Featured



<b>Locations:</b> Tokyo, Japan
<b>Program Terms:</b> Spring
<b>Budget Sheets:</b> Spring
<a href="#">Dates / Deadlines</a>

<a href="#">Apply Now</a>
<a href="#">Request Info</a>
<a href="#">Request Advising</a>

- Click the **"Ok"** button.

You are about to create an application. Are you sure you wish to do this?

[Cancel](#) [OK](#)

- Select **"I do not have login credentials to this site"** and click the Submit button.

# TRAVEL AND EXTERNAL STUDY

## Create Travel Account : User Identification Wizard: Step 1

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:

- I have login credentials to this site that I received by email.  
 I do not have login credentials to this site.

Submit

7. Select **"I am registered at Otis"** and click Submit.

Please indicate which type of user you are:

- I am registered at Otis.  
 I am registered at a US institution.

Submit

8. Create an Account by filling out the information on the new page and clicking the **"Create Account"** button

## Create Travel Account : Login (new user)

To create an account, please fill in the form provided below. ×

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:  - Month -  - Day -  - Year -

Gender:  Male  Female  Other

Create Account

**NOTE:** By creating a Travel Account, you are only applying to this travel study course, you are not officially registering in the course. An email will be sent to you with your login and password information.

9. Be certain to check the email address you provided when coming to this message

# TRAVEL AND EXTERNAL STUDY

An email will be sent shortly with your login information. Once you login, you will be returned to your previous location.

OK

Follow the directions in the email you are sent to login to the website.

**10.** After successfully logging in, select your Security questions.

Select Password Reset Security Questions

Question #1:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>
Question #2:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>
Question #3:	<input type="text" value="Select One:"/>
Correct Response:	<input type="text"/>

Update

**11.** You will be prompted to change your temporary password

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 5 characters

**12.** Next, select the available term to begin applying

**13.** Fill out all required information on the following page

# TRAVEL AND EXTERNAL STUDY

## Applicant Parameters:

### Required Parameters:

X-Number \*

Class Level \*

Academic Major \*

Cumulative GPA \*

Are you in good behavioral standing with Otis? \*  Yes  No

Are you currently attending Otis while on an F-1 student visa? \*  Yes  No

### Optional Parameters:

Do you have a preferred name?

Name as it appears on your passport

\* Required

## Required Addresses:

### Current Address

Address:

City:

State:

Province:

Zip Code (or Postal Code):

14. After completing the applicant information you will be taken to **“My Applications”** which indicates you are now logged into your Travel Study account, allowing you to view your course application. At this stage you will need to complete all Signature Documents listed in your Travel Study course application. Your application will not be considered unless this information is provided.

# TRAVEL AND EXTERNAL STUDY

Signature Documents		
Click the following to view and digitally sign important documents to indicate your agreement and understanding.		
Title	Due Date	Received
Program Payment Agreement - required*	12/15/2017	<input type="checkbox"/>
Standards of Behavior - required*	12/15/2017	<input type="checkbox"/>
Travel Study Agreement - required*	12/15/2017	<input type="checkbox"/>

Congratulations! You have applied to a travel study course and you will receive an email notifying you whether you've been accepted approximately 2 weeks prior to class registration. Once you're accepted, you will need to register for the course online or at the Registration Office as well as complete the new documents that will appear on your travel account.

**NOTE:** For additional assistance with this process please contact the Travel and External Study Coordinator, Academic Building Room 155, 310-665-6994, [travelstudy@otis.edu](mailto:travelstudy@otis.edu).