

## Instructions for Completing the On-Line Study Abroad Application

All students studying abroad through the University of Maryland (College Park) are now required to complete an automated application form. **This form must be submitted by March 15 for all summer, fall and full-year study abroad students.**

Please write down the following information before you begin the form:

- **UID**
- **Directory Password**
- **Emergency Contact Name, Address, Phone number**
- **Program Name, Country, City**
- **Host Institution and Sponsor**
- **Program Term and Year**

### Instructions

1. To access the new electronic form called "[Application for Study Abroad](http://ares.umd.edu/Elf/Elf.html)," click on <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. The addressees should be pre-selected. You do not need to change the names at the top of the form.
8. 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.
9. 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
10. You have now completed the Study Abroad-Elf form. **Please select "Print" to print out a PDF version of your completed application.** Please keep this in a safe place, because you will need to turn it in along with your completed Permission to Study Abroad form.
11. Once you have reviewed and printed your form and wish to submit it, select **Send**.
  - If you wish to review and/or make changes to the form before you submit it, select the "Folders" tab, select the section you wish to review and make any necessary changes.
  - 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.
  - 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 during office hours.
  - You can save a draft of your form by clicking on **Save** at the top of the Elf screen.
12. When asked if you want to send the form to the people listed, respond **Yes**.
13. You will receive an email when your form has been accepted, rejected or returned. Check the status of your form periodically.

**IMPORTANT: You will need to turn in the printed copy of your Application for Study Abroad, along with your Permission to Study Abroad form and any other supplementary materials, before the Study Abroad Office can process your registration.**