

Instructions for Completing the On-Line Study Abroad Application for UM short term faculty-led programs

1. To access the "ELF Application for Study Abroad," 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. Log in with your Maryland directory ID 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**.
 - You can save a draft of your form by clicking on **Save** at the top of the Elf screen, and come back to it later.
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 Instructions" screen. Click **Next** to begin completing the forms. You must complete all fields before advancing to the next tab.
9. The following screen asks for your Personal Information. Your name and UID are pre-entered. Fill in the additional information. Click **Next** to continue.
10. Under 'Program' scroll to the bottom and choose University of Maryland Summer Program (or University of Maryland Winterterm Program depending on what term you are applying for).
11. Under "Please select specific program", choose your desired program from the drop down menu.
12. You do not have to indicate the Sponsoring or Host Institution.
- 13.. Type in the City (can be multiple) and choose the Country of your program.
- 14.. Choose the Term and Year for which you are applying (ie. Winter 2010).
15. You do **not** have to meet with an advisor in the Study Abroad Office or in your department if you are going on the UM faculty-led programs,
- 16.. On the Signature tab, review the listed guidelines and check the check box to accept and follow the guidelines. Type your full name at the bottom.
 - 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.
17. You have now completed the ELF Application for Study Abroad. Once you have reviewed the information, select **Send**. When asked if you want to send the form to the people listed, respond **Yes**.

18. Once you have reviewed and sent your form, select "Print" to print out a PDF version of your completed application. Bring the printed copy of your Elf to the Study Abroad Office with the rest of your supplementary application materials.

19. Please note that filling out the online application is not enough to apply to most of the UM faculty-led study abroad programs. For the majority of the programs you also have to submit a transcript, personal statement, names of references and an application fee of \$30. In a few cases (e.g. Business programs, Engineers Without Borders) the students only need to fill out the online application.