Submitting an Education Abroad Financial Estimate Worksheet when participating in multiple programs during the same term

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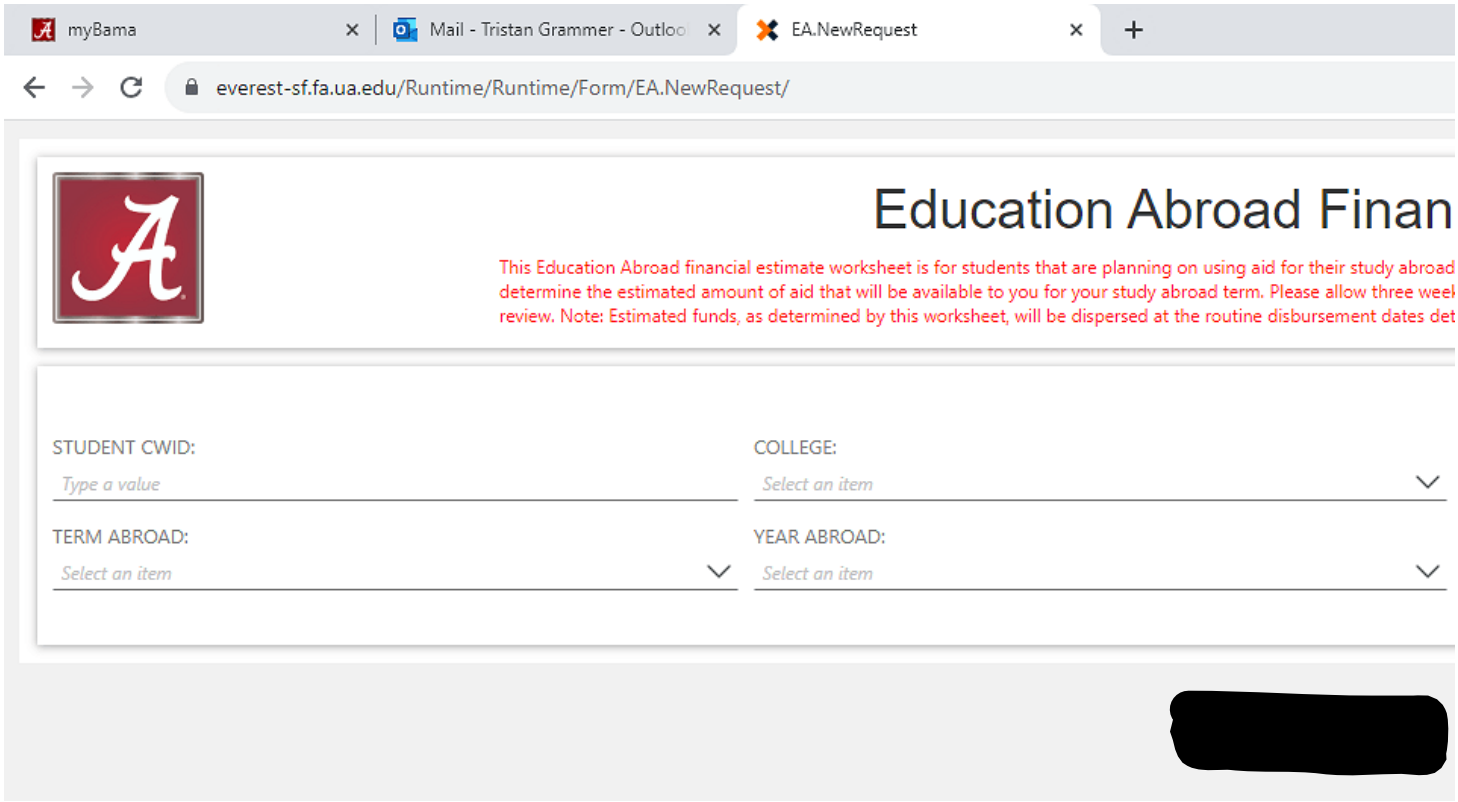
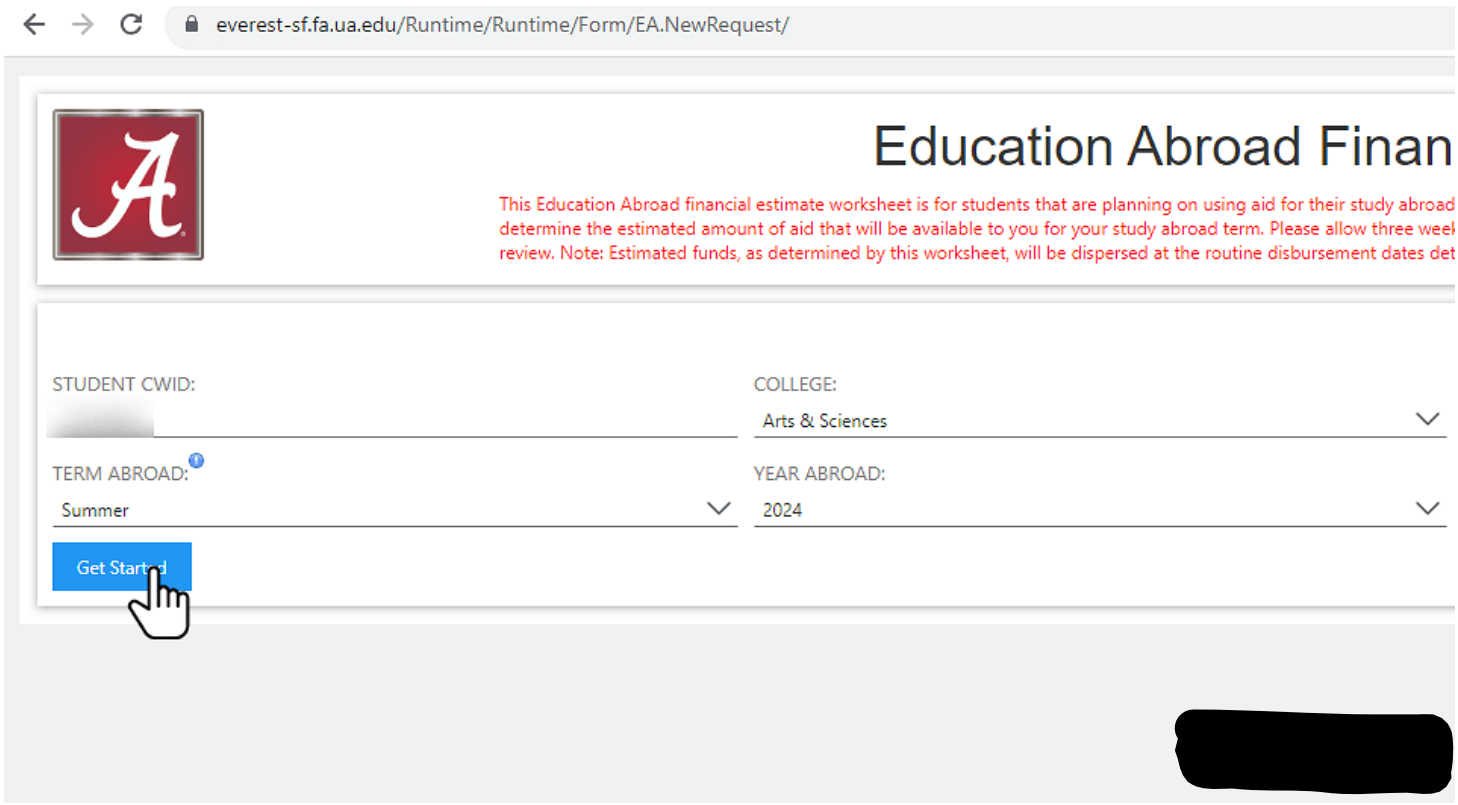
1 Enter in your information

Enter your CWID, College, Term Abroad, and Year Abroad into the worksheet

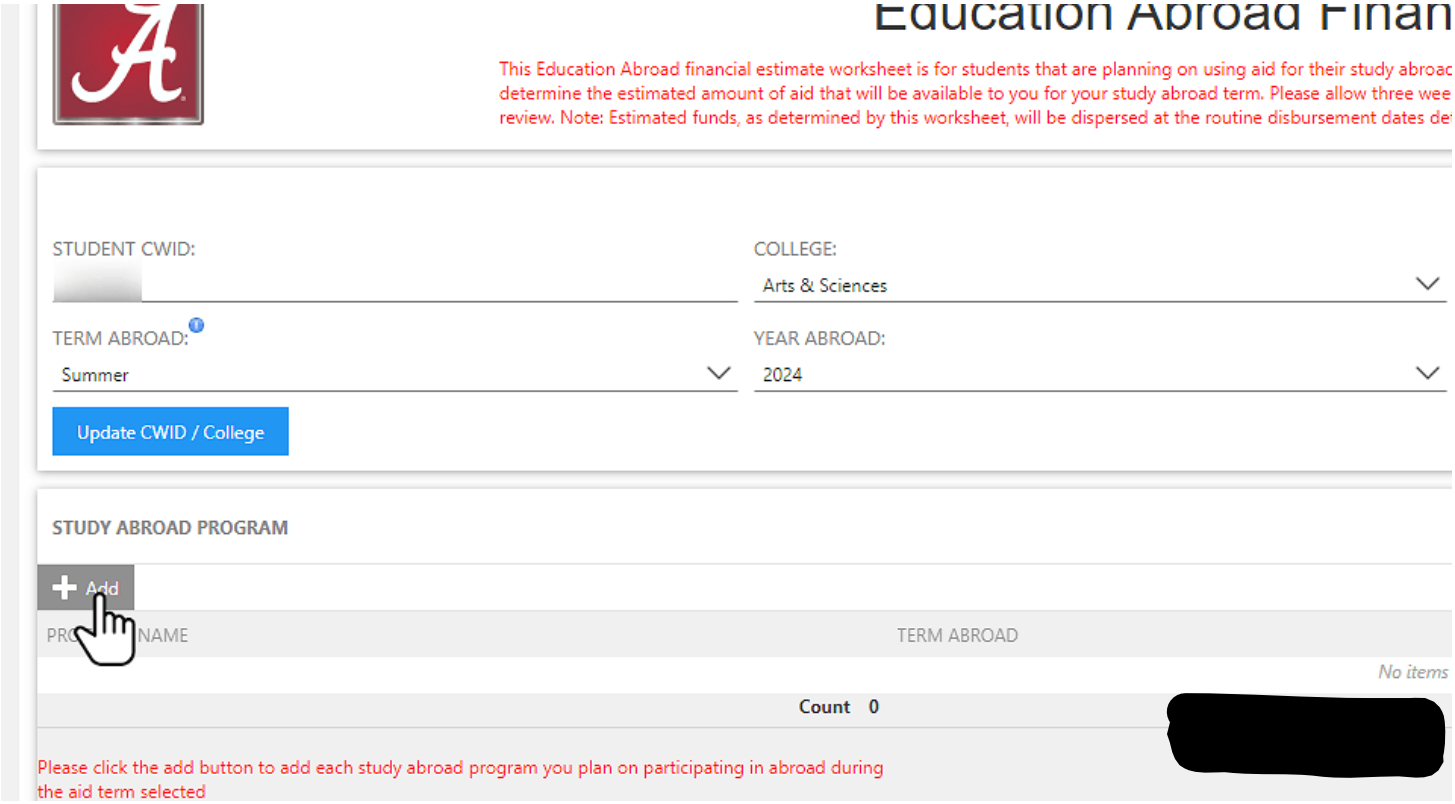


2 Click "Get Started"



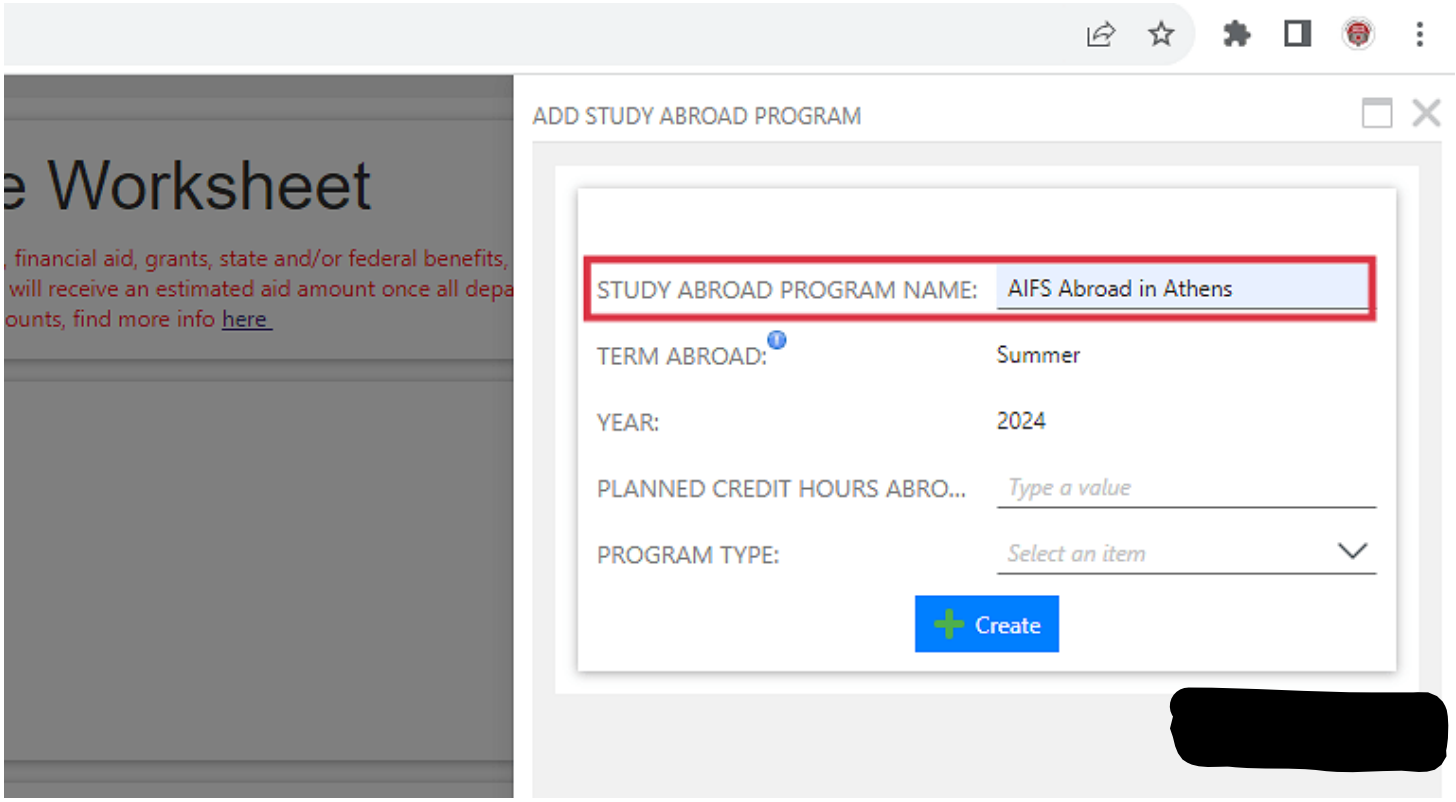
3 Click "Add"

Under the "Study Abroad Program" section, click the "Add" button.



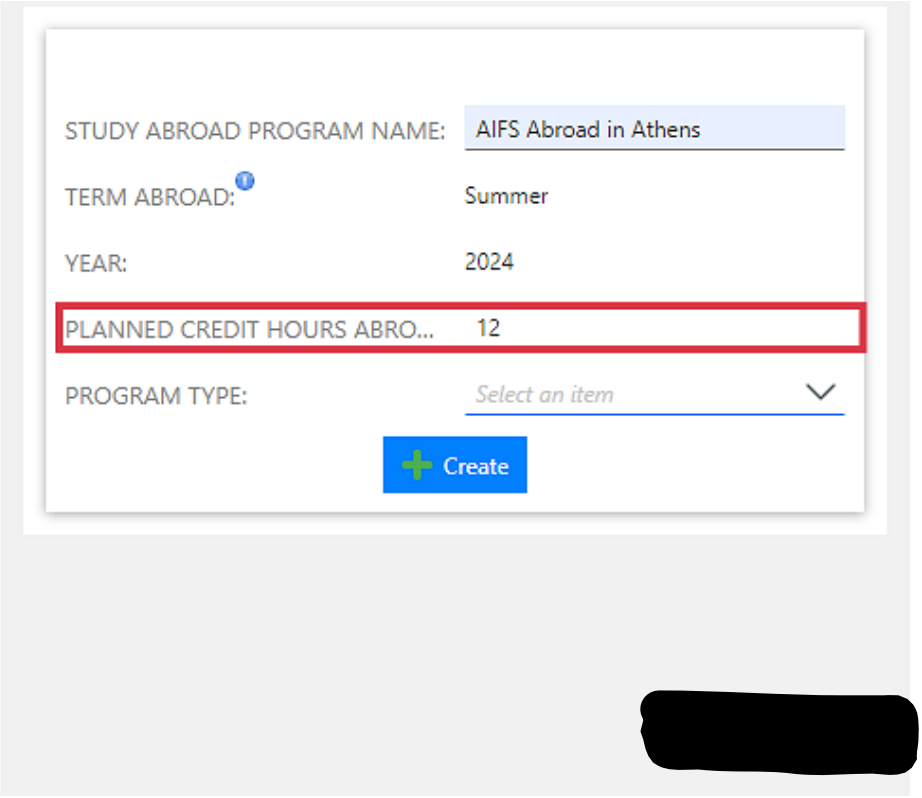
4 Enter your program name

Enter the name of your program.
For this example, I entered the "AIFS Abroad in Athens" program.



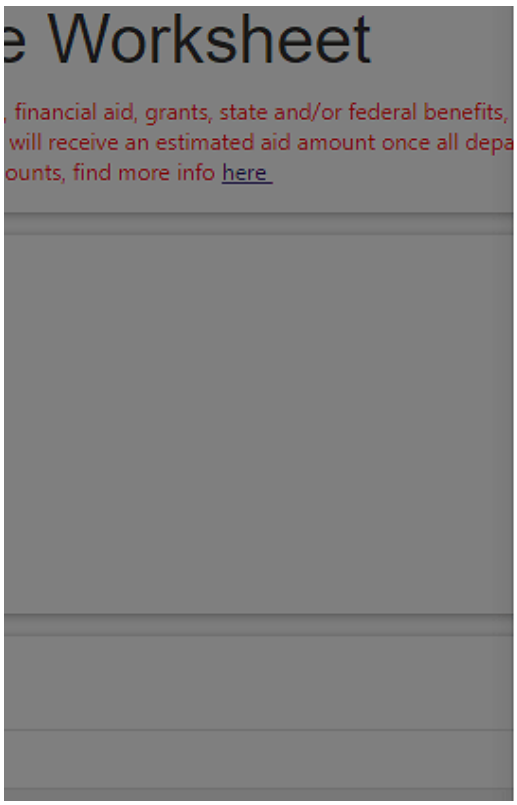
5 Enter your planned number of credit hours abroad

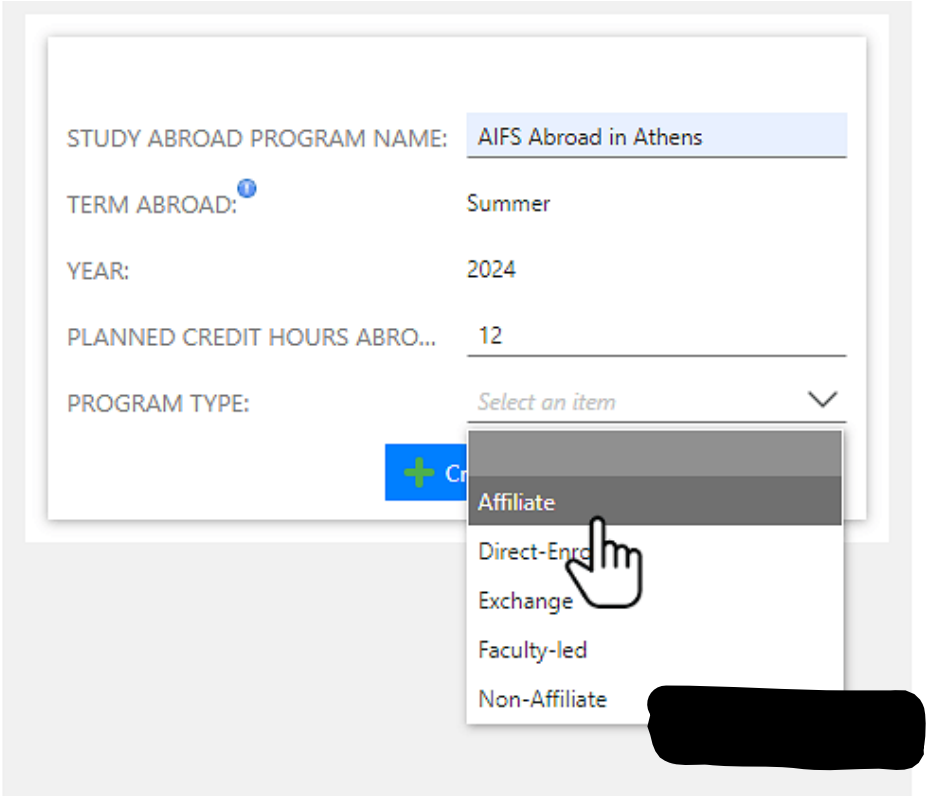
Enter in the amount of credit hours you plan on taking through your program abroad.



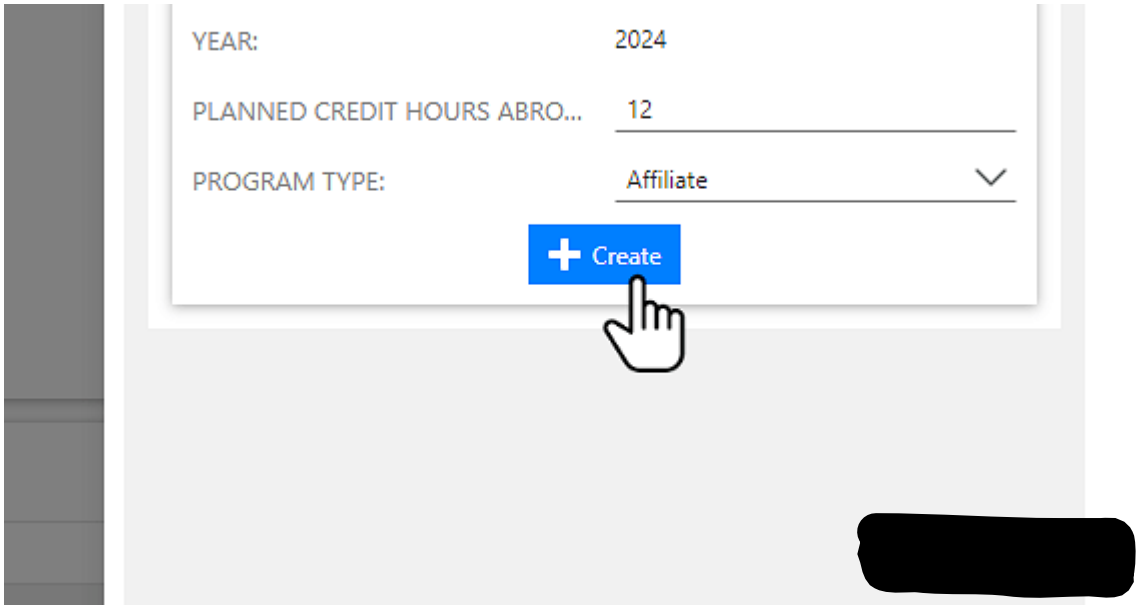
6 Select your program type

Select the type of program you will be participating in.
For this example, I selected "Affiliate".



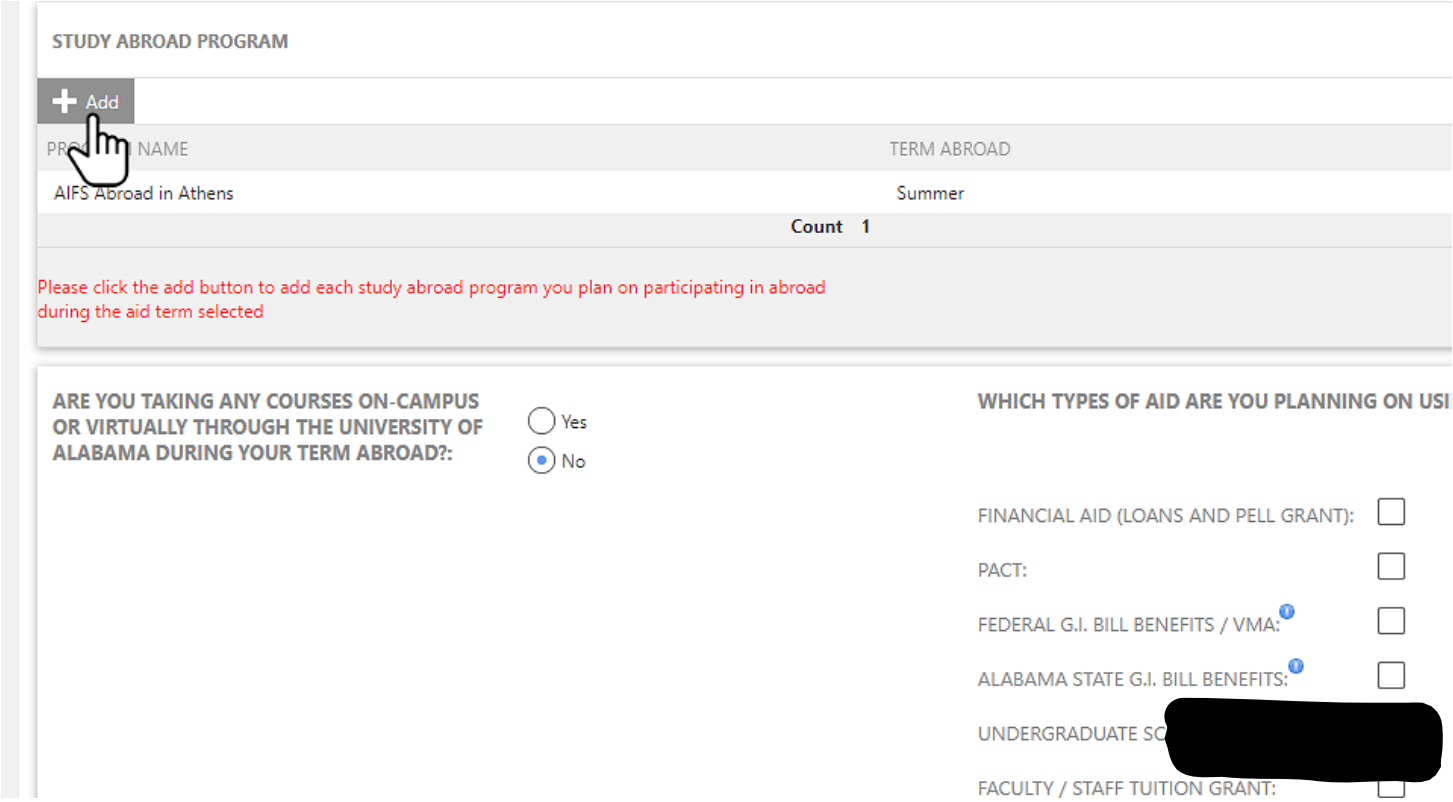


7 Click "Create"



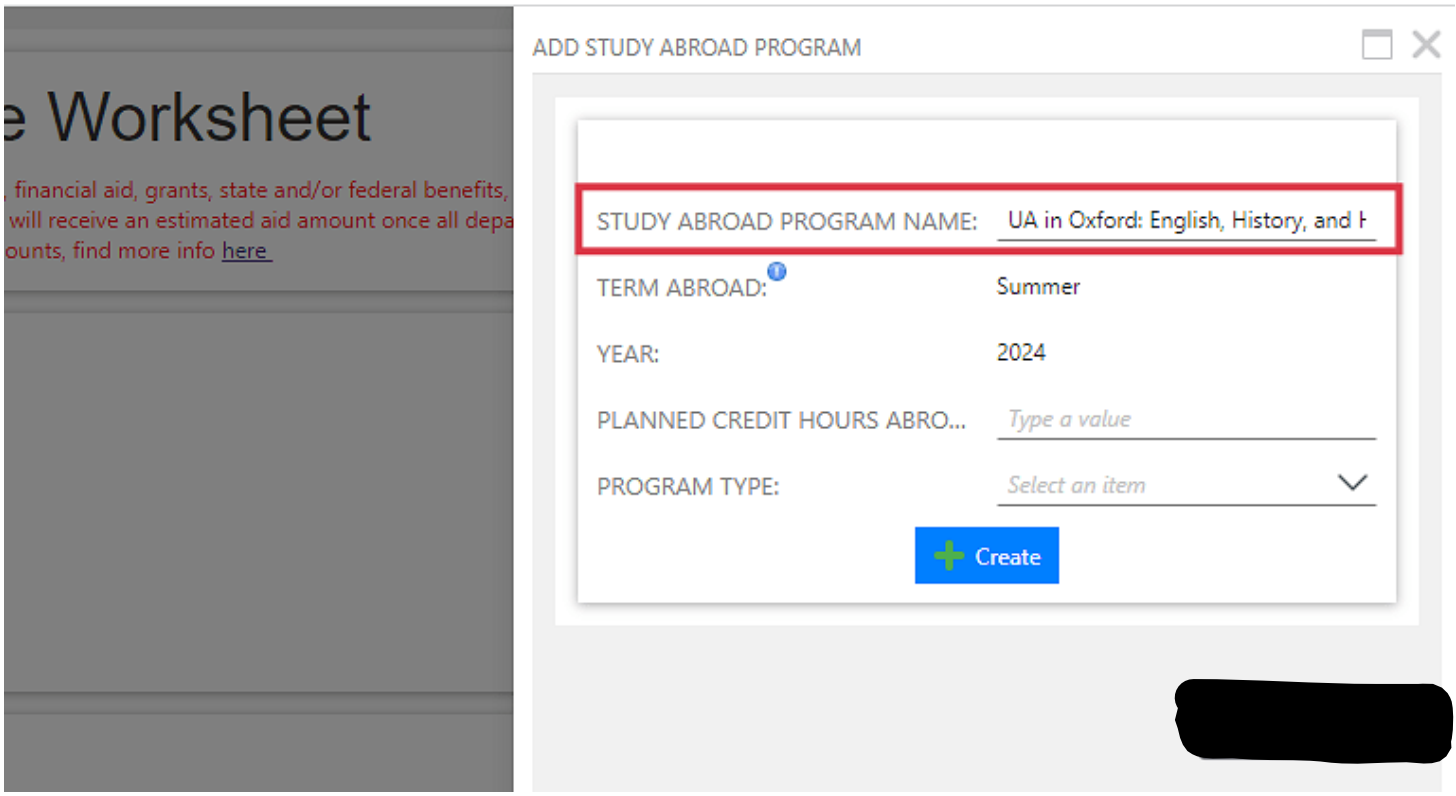
8 Select "Add" to add your other program

Once you've added your first program, you can add your second one by clicking on the "Add" button again.



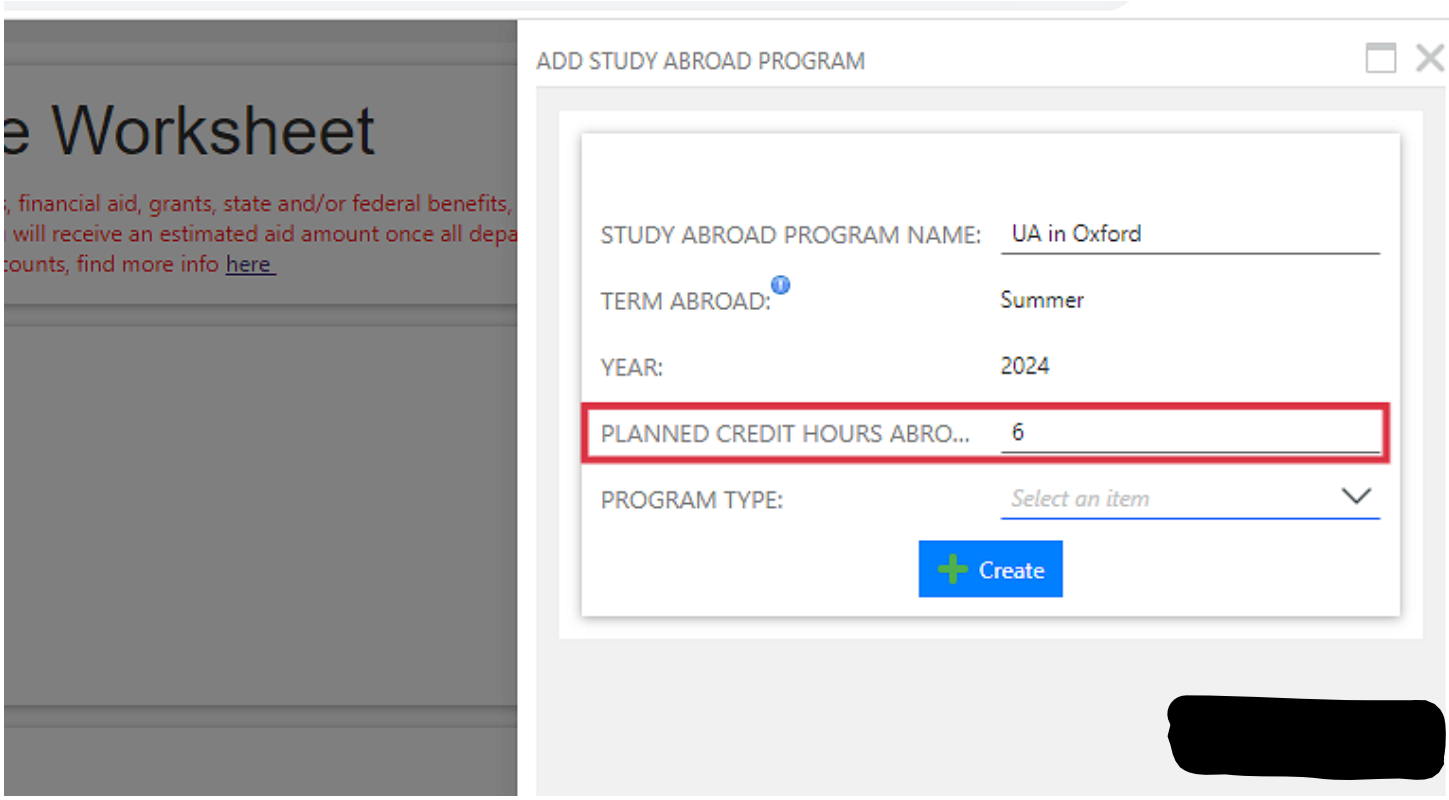
9 Enter the name of your program

Make sure that you include the FULL NAME of your program. If you are unsure what the name of your program is, you can look in your Education Abroad application.



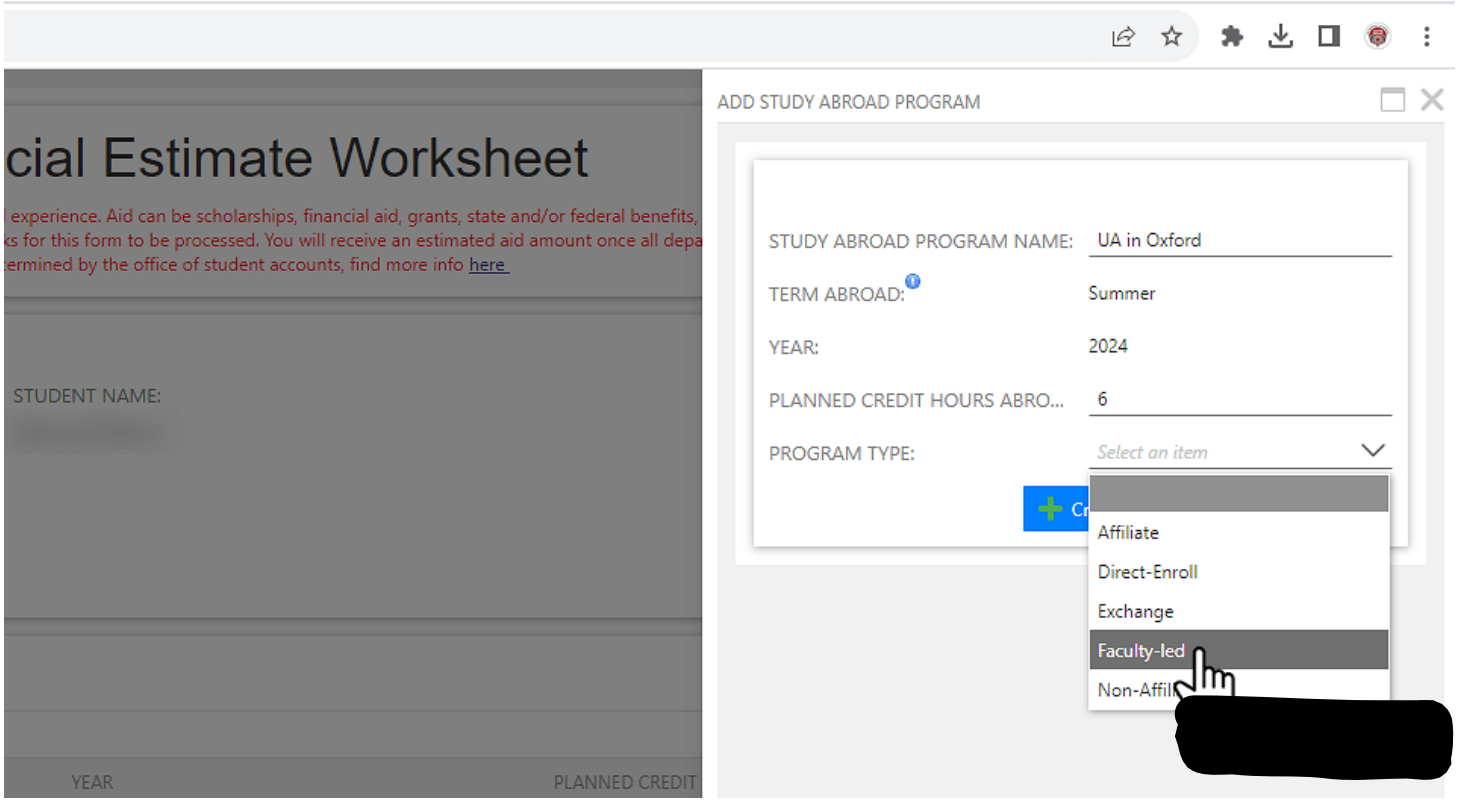
10 Enter your planned hours

Enter the amount of credit hours you plan on taking while abroad.
This information can be found on your program's brochure page.

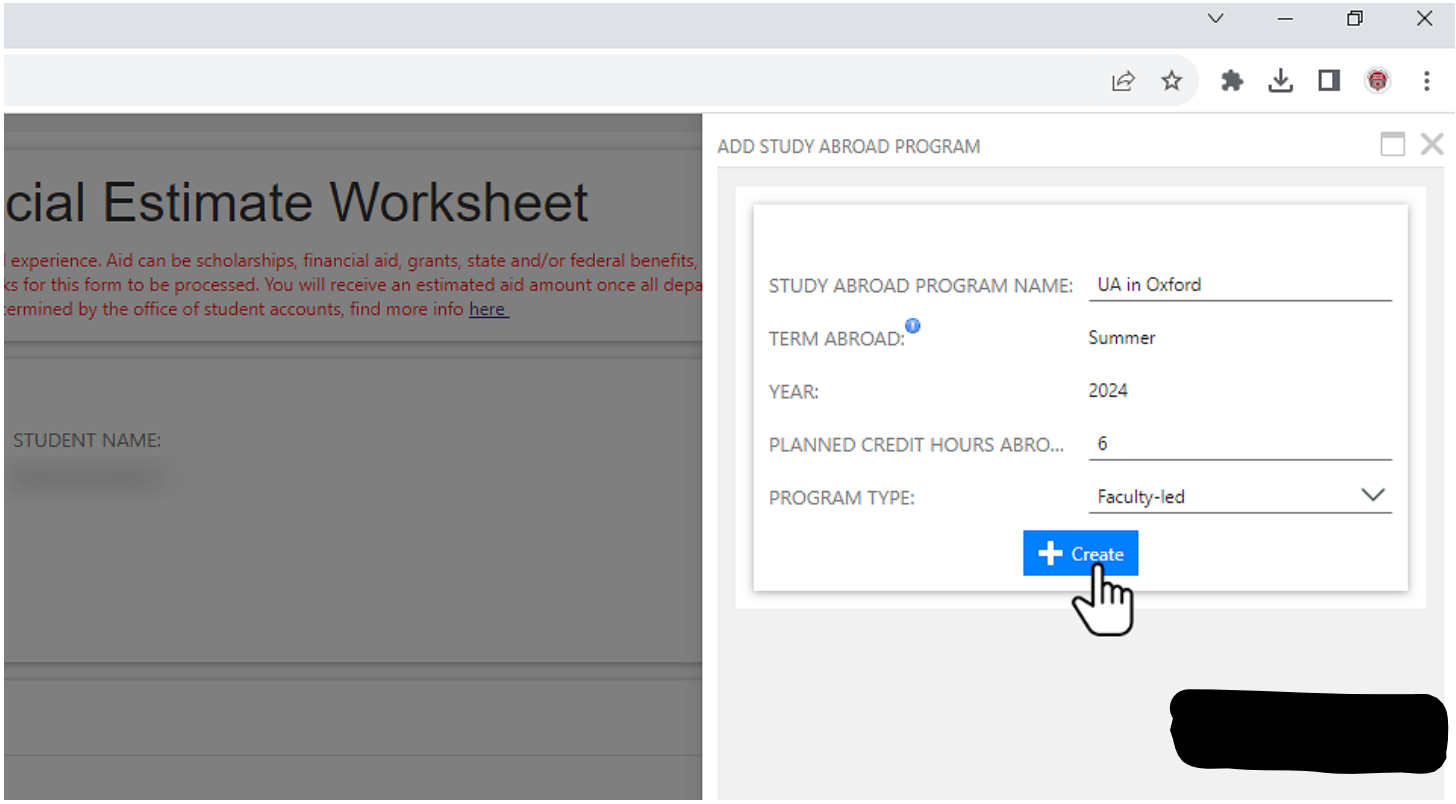


11 Select your program type

Select the type of program you'll be participating in.
For this example, it will be Faculty-led.

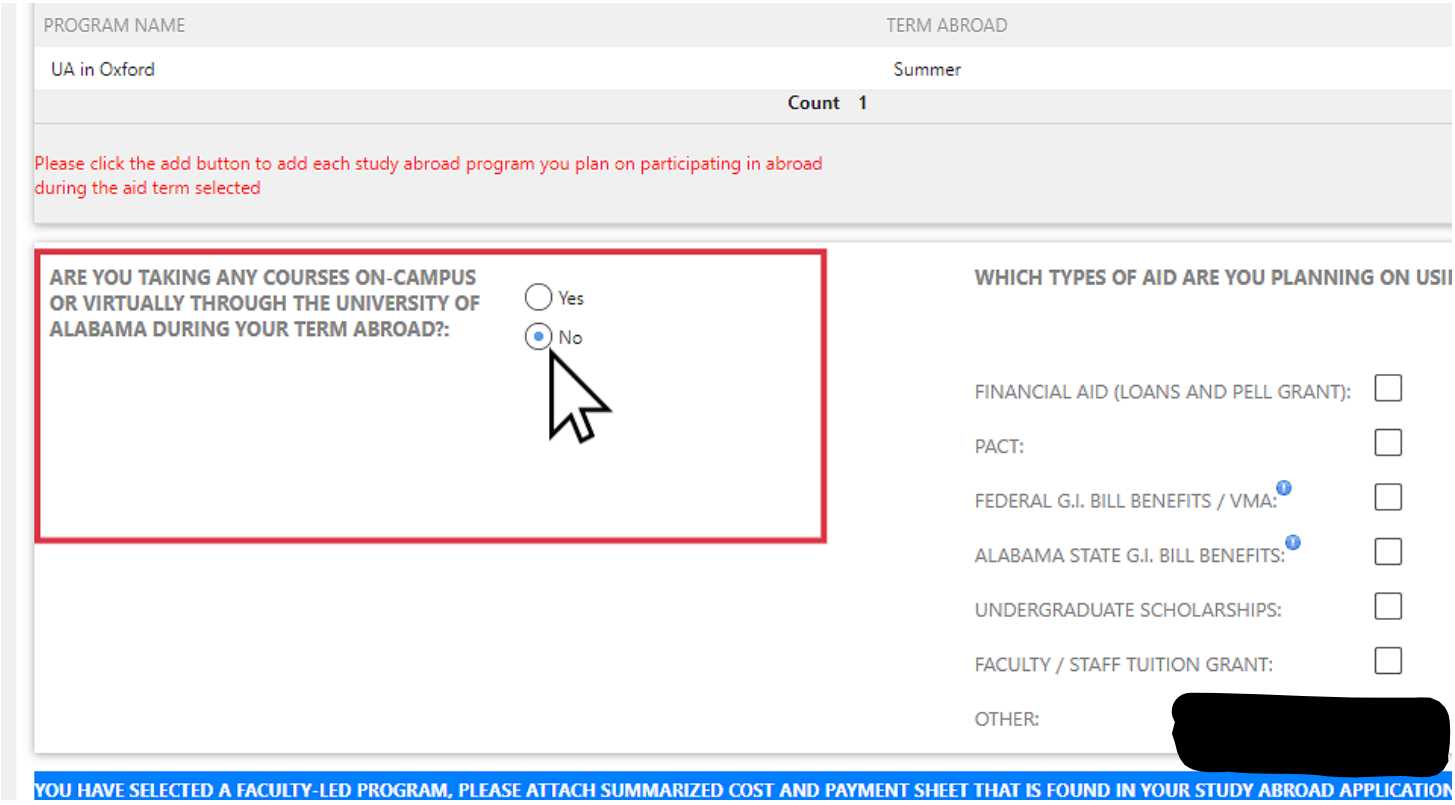


12 Click "Create"



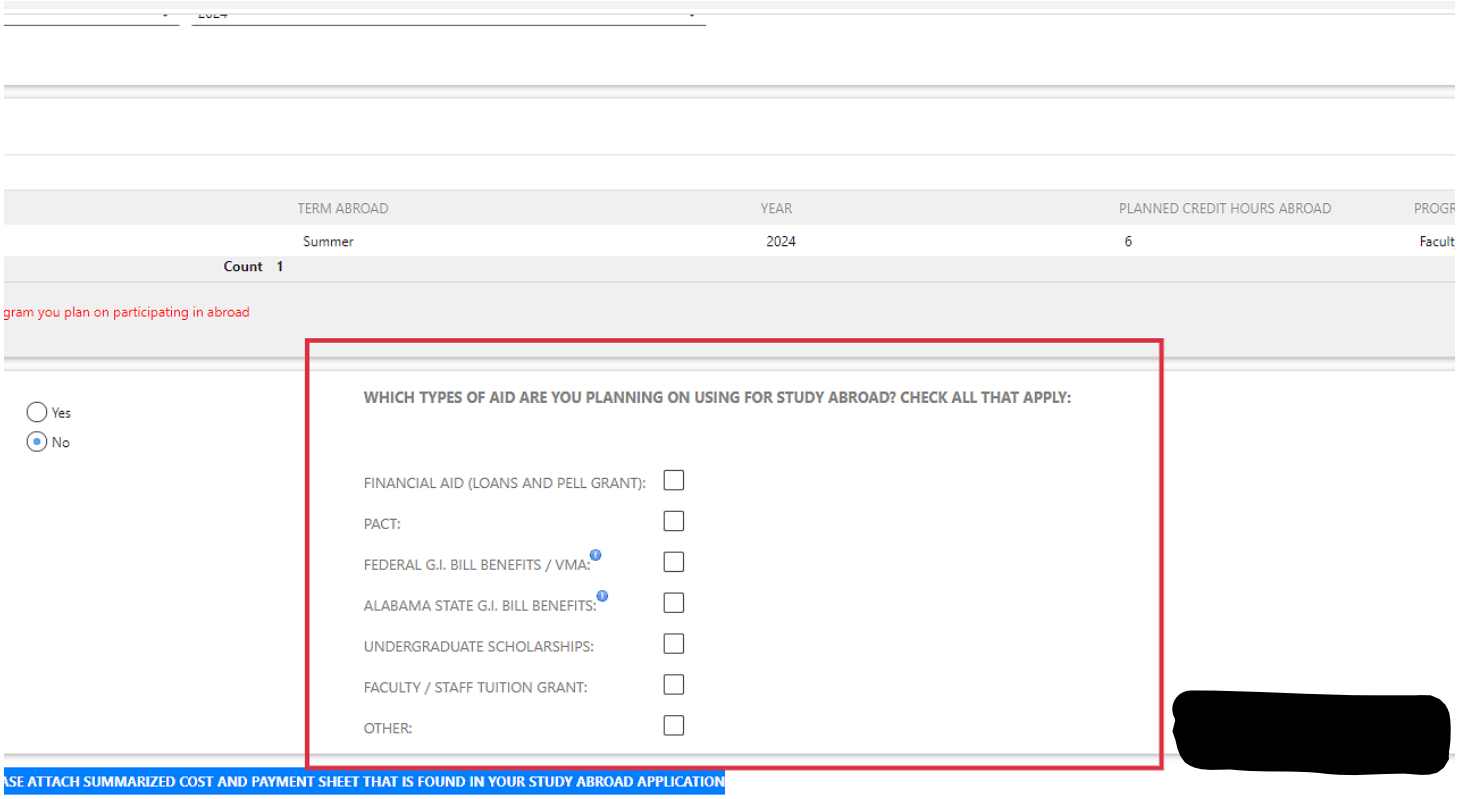
13 Select whether or not you will be taking any courses on-campus or virtually through UA during the same term you will be abroad

This includes any online or on-campus UA courses that you will be taking at any point during the same **term** as your program abroad, even if the dates do not conflict.
For example, the Summer **term** includes Summer 1, Summer 2, and the May interim. So, any UA online or on-campus courses taken at any point during the same term as your study abroad courses should be documented here.



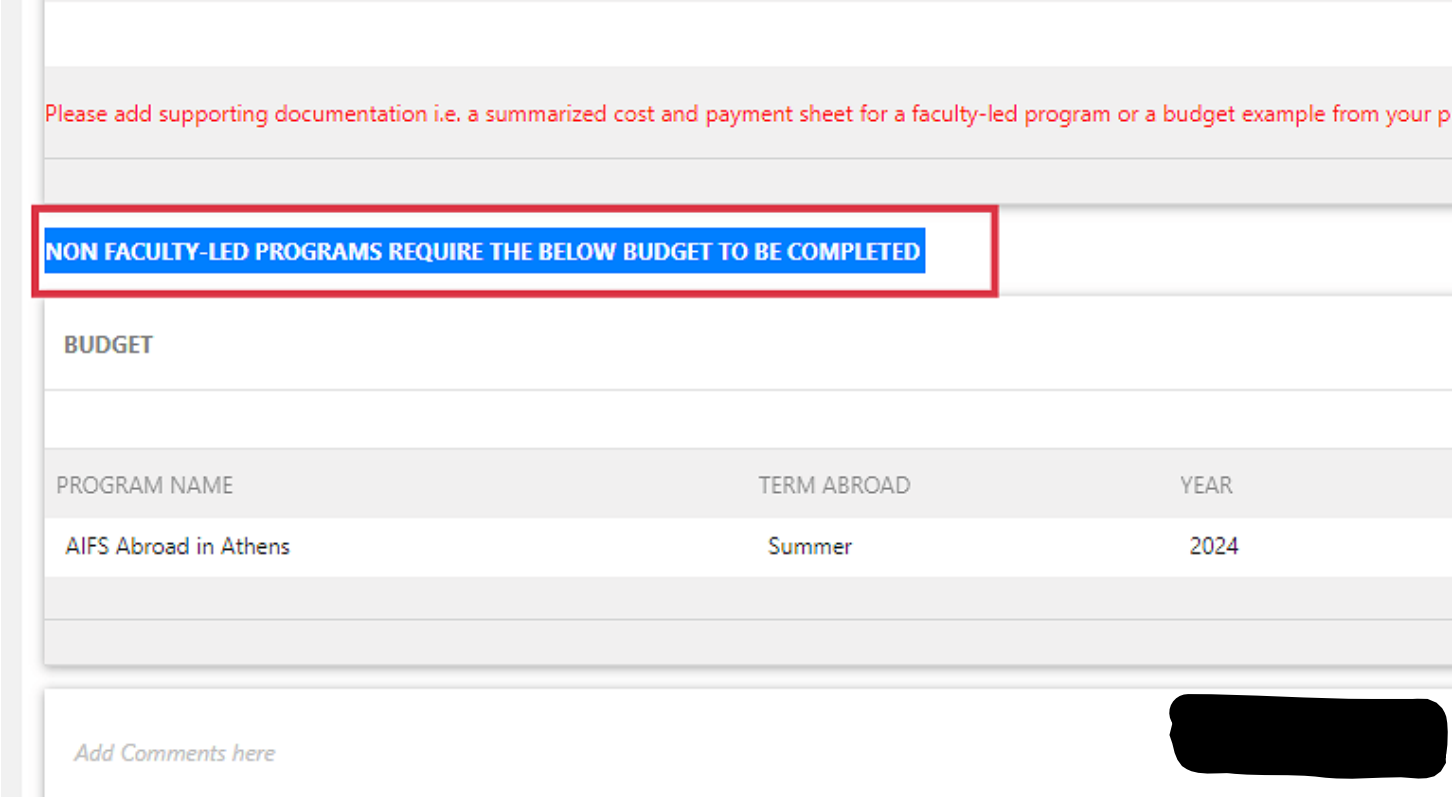
14 Select the types of aid you plan on using for your program

Select all that apply.
If you choose other, please specify the aid in the comments section at the bottom of the worksheet.



15 Complete your budget

All non Faculty-led programs require a budget to be completed.


Please add supporting documentation i.e. a summarized cost and payment sheet for a faculty-led program or a budget example from your p

NON FACULTY-LED PROGRAMS REQUIRE THE BELOW BUDGET TO BE COMPLETED

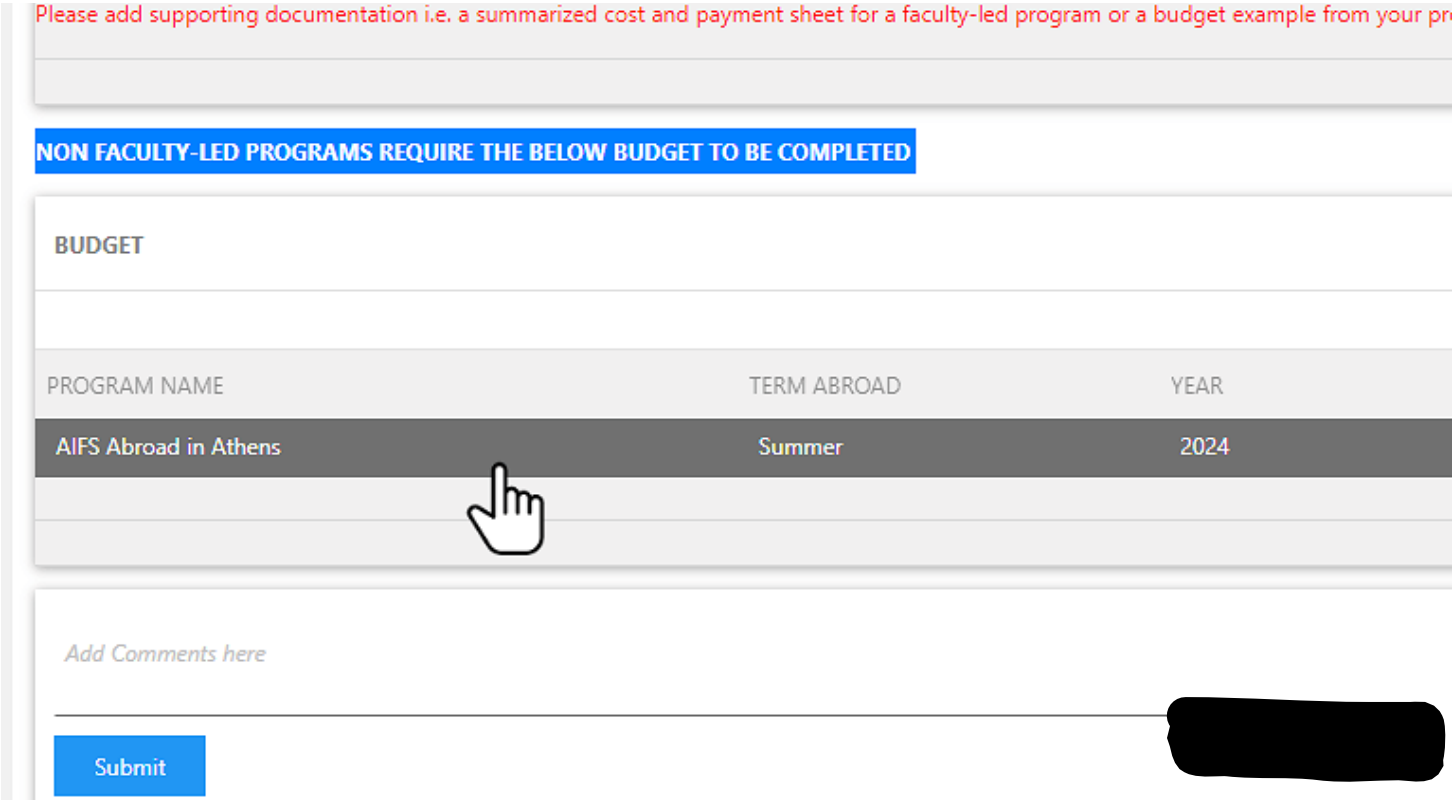
BUDGET

PROGRAM NAME	TERM ABROAD	YEAR
AIFS Abroad in Athens	Summer	2024

Add Comments here

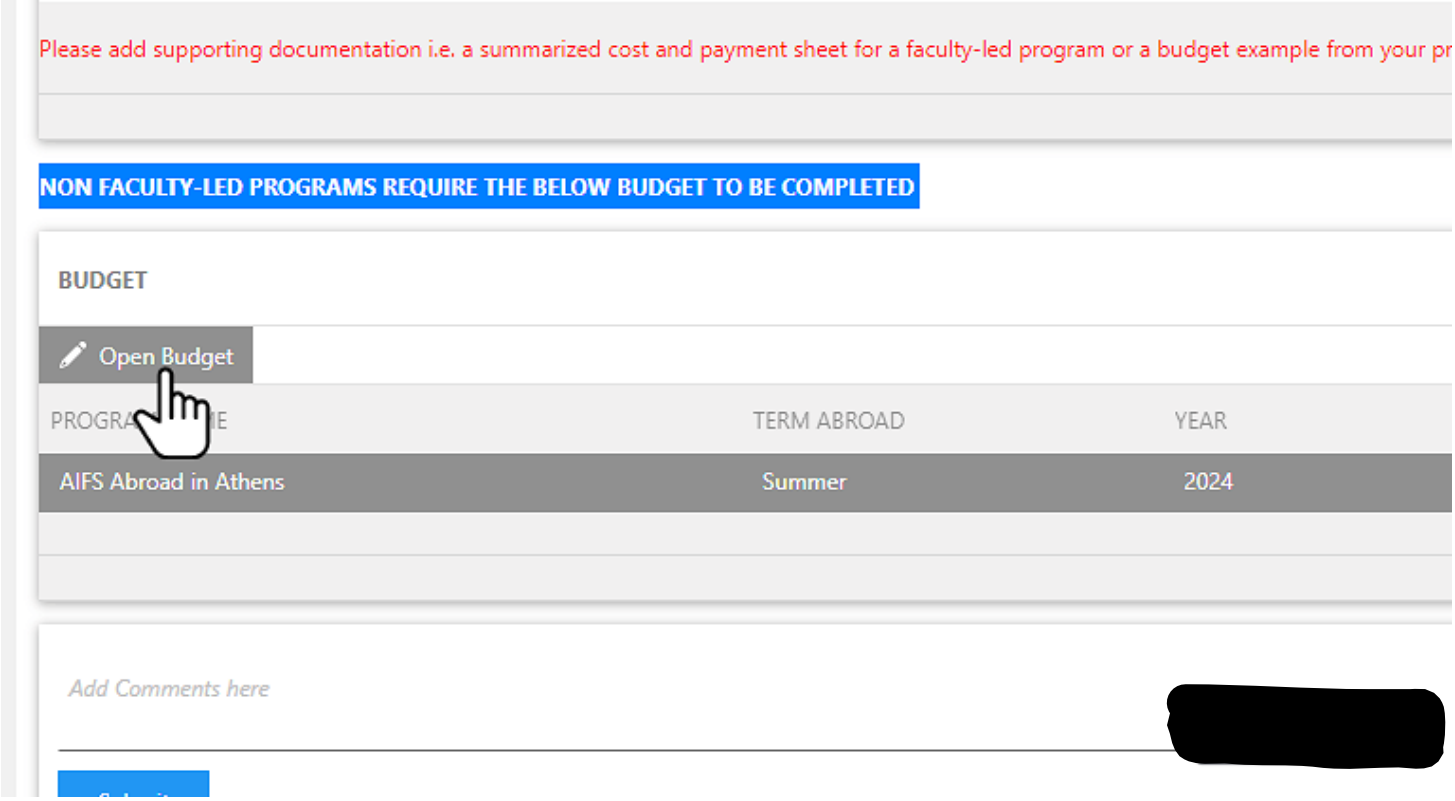
16 Select your program

Click on the program you added to your worksheet.



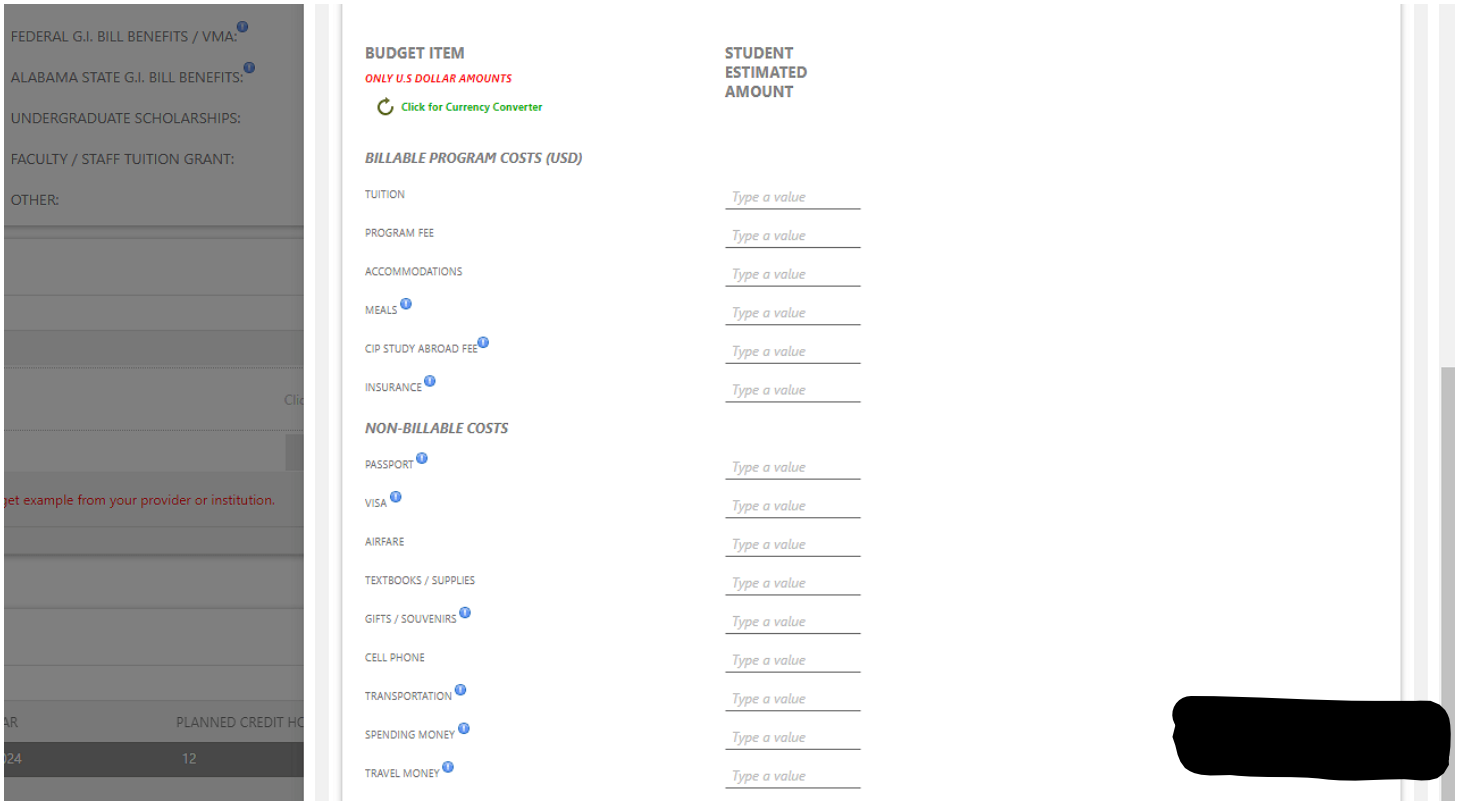
17 Click "Open Budget"

Select the "Open Budget" button to get started on your budget.



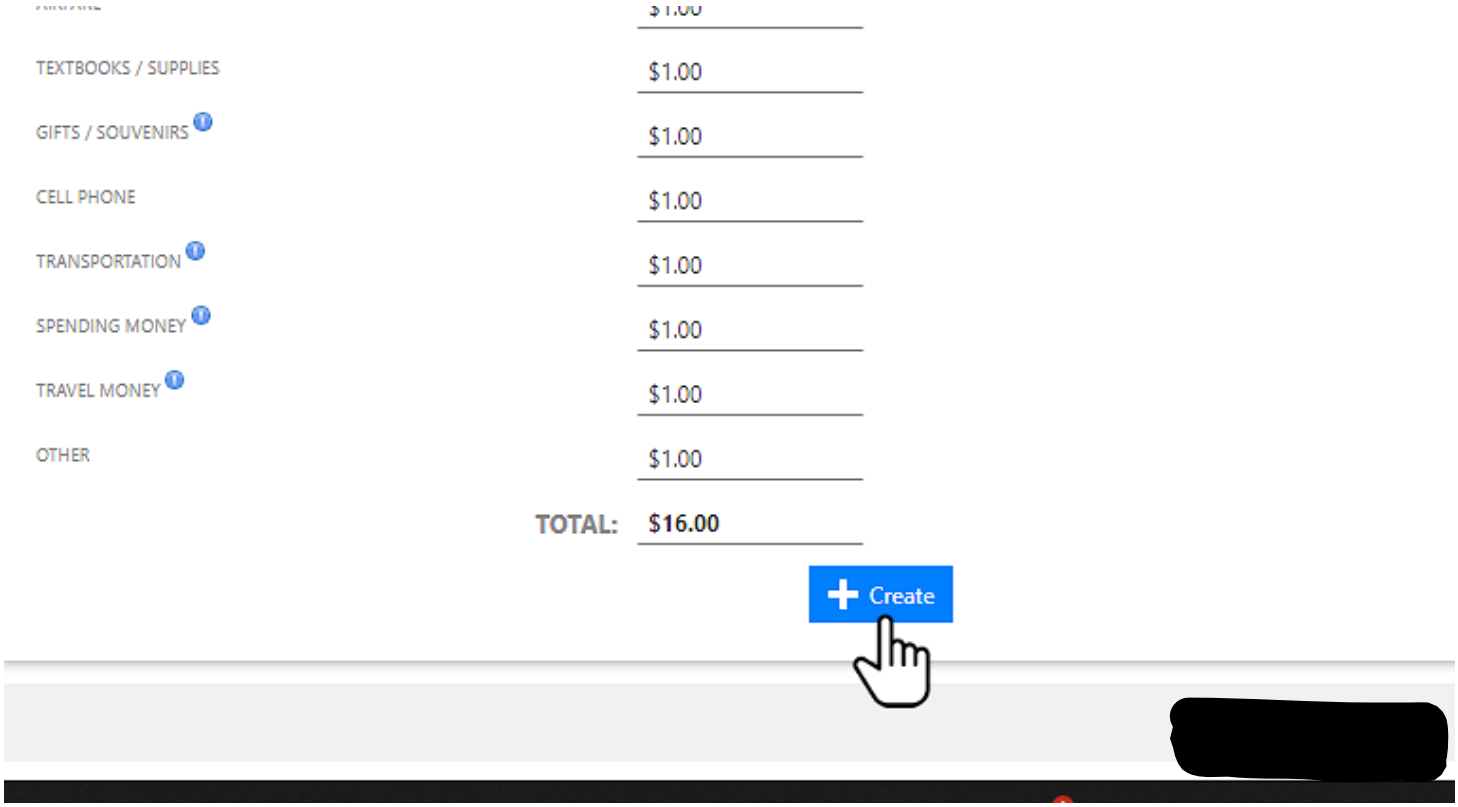
18 Fill in your Budget

Input the correct amounts for each line item on the budget.
Utilize the currency converter in the corner if necessary.
Some line items will be rough estimations, which is fine, while others will be exact amounts detailed in your program provider's budget.

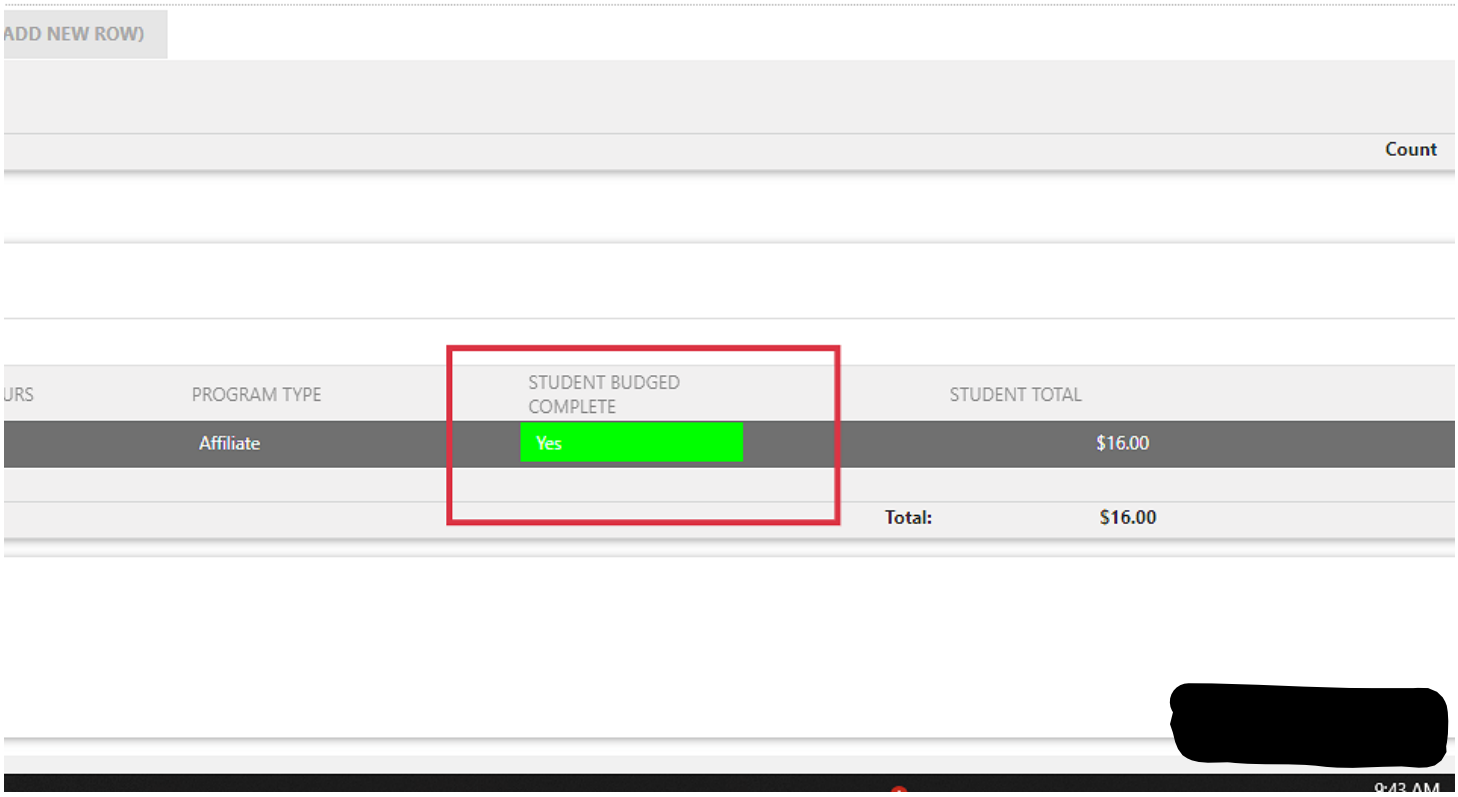


19 Click "Create"

Once complete, you can create your budget.

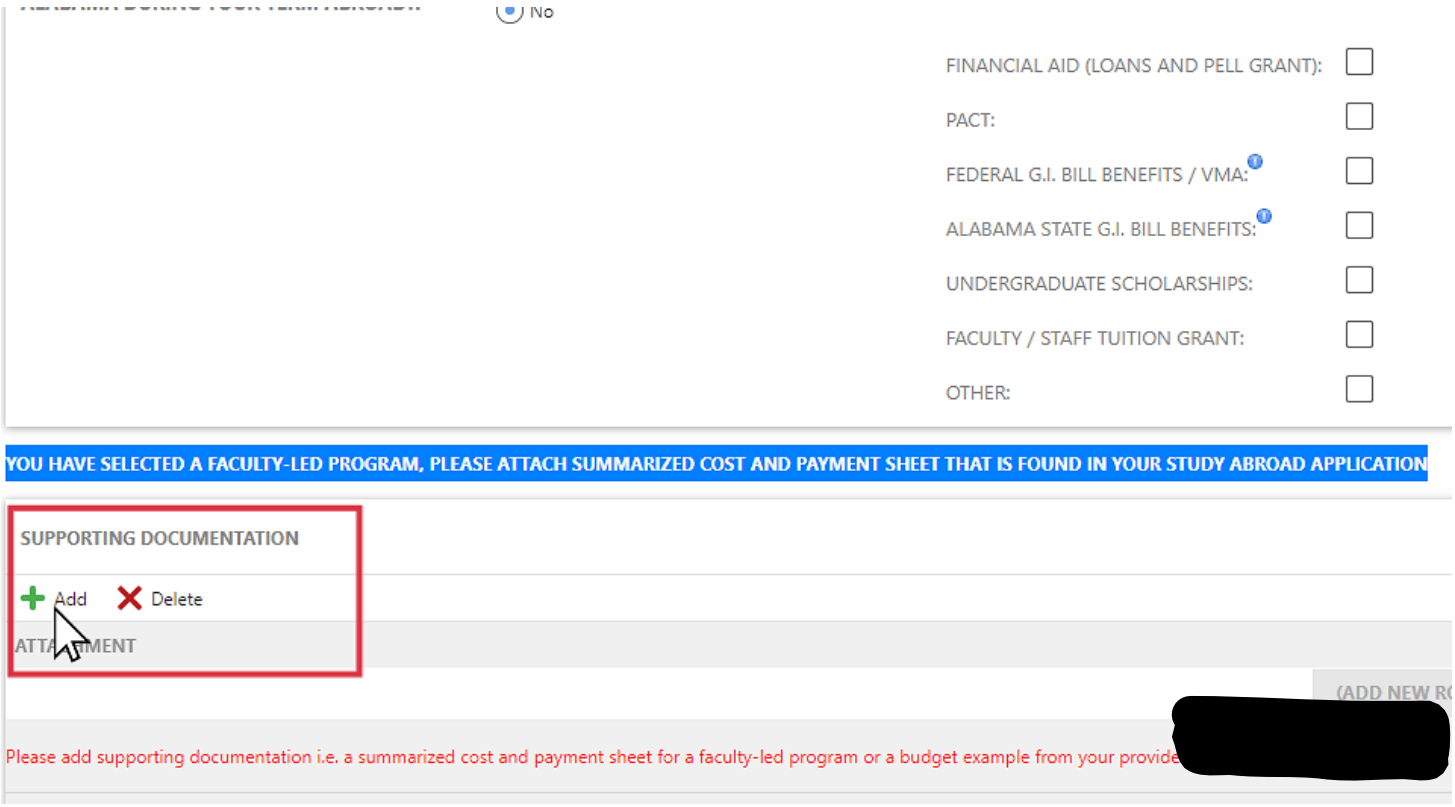


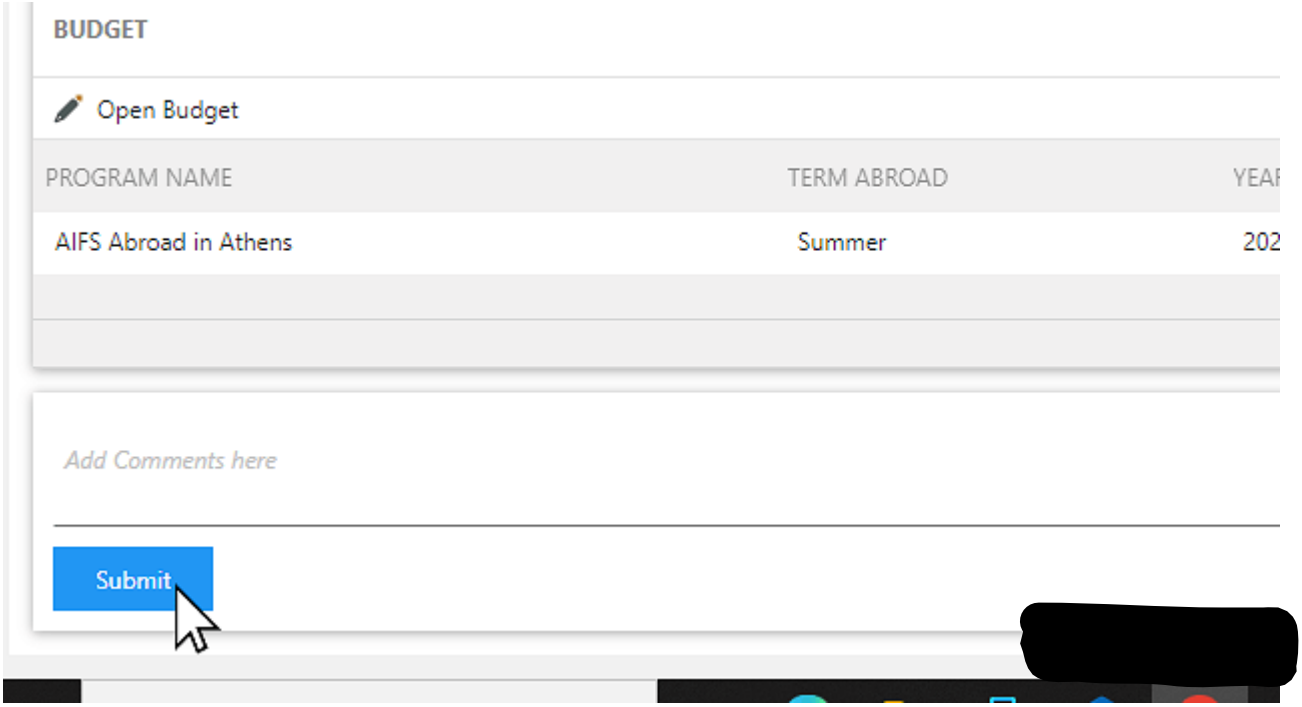
20 Notice how the "Student Budget Complete" section is now green with "Yes"



21 Upload a copy of the Summarized Cost and Payment Sheet from your Faculty-led application

Because this is a Faculty-led program, you'll need to upload a copy of the Summarized Cost and Payment sheet found in your Faculty-led program application.



22 Click "Submit"

Once you have filled out all of the information, you can click "Submit".