

## APPLICATION INSTRUCTIONS

1. Go to this link:  
[https://bard.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=67916](https://bard.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=67916)
2. Click the "Apply Now" button (roughly in the center of the page)
  - a. First time user: Select "I do not have login credentials to this site" and follow steps 3 to 9 below
  - b. Return user (you have taken a Bard/OSUN course before): login using those credentials and skip to #6 below.
3. Complete the registration information, and note:
  - a. Spell your name as it appears on your passport and official documents;
  - b. Do not use accent marks or foreign characters - they do not transmit
  - c. Use your home institution email address
4. Check your institutional email address for a link to complete the process:
  - a. You will be directed to follow a link in order to finish creating your profile.
  - b. You will be required to create a new password and answer 3 security questions (make a note of these)
  - c. Note down the username/password you create so you can go back over time to complete the application
5. Complete the Profile Information
6. The Questionnaires section of your home page must be completed
  - a. Answer every question of the General Questionnaire
  - b. Use the Course Questionnaire to select classes
7. Use the SAVE button if you need to complete a questionnaire later
8. Use the SUBMIT button when you have completed the questionnaires
9. Your application is complete when you have hit SUBMIT for both of the required questionnaires.
10. Once your courses are approved you will receive instructions to log into your homepage to complete the enrolment process.