

Pratt Application Tutorial with Terra Dotta


Pratt has created an online application portal using Terra Dotta that will simplify the process and keep important documents in one place.

To begin an application, login in using your Pratt OneKey (not the same as your email) that you use to log into MyPratt.

1. Apply
 - a. Select "I have a username and password"
 - b. Select the available program term/year you wish to apply to.
 - c. You can only complete one application per term. You will be given the opportunity to select other program choices in the application.
 - d. You will be taken to a profile page where you can see your program information, announcements, learning content, material submissions, signature documents, and application questionnaires.

Security > User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1 Hide Tips

 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 a username and password.
 I have login credentials to this site that I received by email.
 I do not have login credentials to this site.

Security > Login (existing user)

Security : Login (existing user) Hide Tips

 To login, please enter your username and password in the form provided below.

Please log in:

Username: <input type="text" value="lconstan"/>	First Time Users: If you are a first time user of this site, click the link which describes the type of user that you are: Applicant Recommender Reviewer Staff
Password: <input type="password" value="*****"/>	

[Forgot your password?](#)

Pratt Applicants, use Secure Login.

New non-Pratt Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Learning Content

2. Click on each document to view, read, and mark as having been read. These documents will not be considered received unless you confirm them as read.
3. You can still view the documents after reading them.
4. When all of the documents have been read, they will be identified with a check mark as received. If not all of your documents are checked, the application will not be finished.

Material Submissions

5. The academic advising office must sign off on your eligibility for studying abroad. This step must be completed before being nominated for exchange. Print the form provided in the content and have it completed by your academic advisor in Myrtle Hall. This is to be submitted in physical form to the Office of Education Abroad in North Hall 205.

6. Provide one exchange letter of recommendation from a Pratt faculty member. Print the form provided in the content and provide it to the faculty. Have it returned in a sealed envelope to the Office of Education Abroad in North Hall 205.
7. You will be required to submit a response to the FERPA Release Form, which asks if you grant access to your student account information including tuition, room, board, payments, etc., or program-related information. This is to be submitted in physical form to the Office of Education Abroad in North Hall 205.

Signature Documents

8. You will be asked to digitally sign documents for the release of personal information to be accessed and reviewed by the Director of Education Abroad and the appropriate administrative professionals at Pratt Institute.

Application Questionnaire

9. Exchange Program Selection
 - a. You've already selected your first choice school by creating the application. You will be asked to select your next two choices for exchange, totaling three programs. You will only be nominated for one exchange program. Please note that you are not guaranteed your first choice of program.
 - b. You can save to finish later or submit for review. This document is not considered complete and cannot be reviewed until you click submit to finalize your responses.
10. Portfolio Upload
 - a. Submit a portfolio for review by uploading it to the form, submitting a link to your online portfolio, or submitting it via email or online.
 - b. You can save to finish later or submit for review. This document is not considered complete and cannot be reviewed until you click submit to finalize your responses.
11. Statement of Interest
 - a. Outline your interest in 1-2 pages about why you should be nominated to study abroad with Pratt. Include your motivation and what you plan on learning from the program.
 - b. You can save to finish later or submit for review. This document is not considered complete and cannot be reviewed until you click submit to finalize your responses.
12. Statement of Interest: Exchange Programs
 - a. These essays are important to your application and are used as part of the nomination process. Exchange programs require the following questions based on your interest.
 - i. Describe your prior travel experience.
 - ii. Describe your reasons for wanting to participate in the Pratt Exchange Program.
 1. Include motivations, educational and career goals, artistic influence of program, desired accomplishments when abroad, examples of how you work independently, etc.
 - iii. Why do you want to study at the school(s) you have chosen?
 1. Use your research of each school.
 - iv. How serious are you about attending your second and third choice schools other than your number one choice?

- b. You can save to finish later or submit for review. This questionnaire is not considered complete and cannot be reviewed until you click submit to finalize your responses.

13. Transcript Upload

- a. Upload a copy of your most recent unofficial transcript from Pratt. You may download your unofficial transcript as a pdf and upload it using the “Document Center” upload icon or copy and paste.
- b. You can save to finish later or submit for review. This document is not considered complete and cannot be reviewed until you click submit to finalize your responses.

14. The application questionnaire is different for programs that are not exchange. Instead of making selections for multiple exchange programs, there is just one application for the program. Where it is appropriate, you will upload a portfolio, statement of interest, passport info, and transcript.

This is what your profile page will look like. All documents should be checked as “Received” by the deadline of the application. Review the “Announcements” about information sessions, deadlines, important updates, and more information regarding study abroad. You can login any time to access this information. These steps will complete the pre-decision application process.

Leah Elizabeth Constantine	
Program:	Bauhaus University
Term/Year:	Spring, 2018
Deadline:	02/28/2017
Dates:	TBA

Announcements
<p>EXTENDED DEADLINE The deadline to apply for exchange spring 2018 has been extended to 2/28/2017. Event Date: 02/28/2017 Welcome to Pratt's Study Abroad Application Portal! If you have any questions, feel free to contact studyabroad@pratt.edu. Need help with your application? View our application tutorial! [View Details]</p>
View All Announcements

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Received
Exchange Guidelines	<input type="checkbox"/>
Guidelines for Obtaining Credit for Courses in the Liberal Arts and Sciences	<input type="checkbox"/>
Know Before You Go: Travel Safety Tips	<input type="checkbox"/>
Required Documents For Travel	<input type="checkbox"/>

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Eligibility Confirmation by Advisor	<input checked="" type="checkbox"/>
Exchange Letter of Recommendation	<input checked="" type="checkbox"/>
FERPA Release Form	<input checked="" type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Eligibility and Procedure	<input type="checkbox"/>
Release of Personal Information	<input type="checkbox"/>
Statement of Responsibility/Waiver and Release	<input type="checkbox"/>

Application Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
Exchange Program Selection	<input type="checkbox"/>
Portfolio Upload	<input type="checkbox"/>
Statement of Interest	<input type="checkbox"/>
Statement of Interest: Exchange Programs	<input type="checkbox"/>
Transcript Upload	<input type="checkbox"/>

Post Decision

Following the application deadline, your materials will be reviewed by faculty and the Director of Education Abroad.

You will be notified of the status of your application via email.

- **Accepted:** When you are nominated to study abroad, you will be given the program you were nominated in and asked to confirm your nomination. You will then be given post-decision steps to complete via Terra Dotta that will complete your nomination process.
- **Rejected:** Unfortunately we cannot guarantee all applicants a chance to study abroad as it is a very competitive program. For information regarding the reasons for rejection, you may contact our staff. You are encouraged to apply again in the future if you remain eligible to apply.
- **Waitlist:** Some applicants are added to a waitlist of students to study abroad. This means that depending on the number of accepted applicants who decide to participate, enrolled space in the program may become available. You will be notified if the status of your application changes during this time.

When nominated, the steps to completing the post-decision process will be as follows.

Questionnaires

1. Flight Itinerary
 - a. You will need to submit the following details about your flight so that we can confirm your travel dates.
 - i. Departure Airport
 - ii. Departure Date and Time
 - iii. Airline and Flight Number
 - iv. Connecting Flight (if applicable)
 - v. Connecting Flight 2 (if applicable)
 - vi. Arrival Date and Time
 - vii. Return Flight Information
2. Health/Medical Information Disclosure
 - a. Please indicate which health conditions, if any, the school should be aware of.
 - i. Allergies
 - ii. Health Conditions
 - iii. Medication
 - iv. Other
3. PEX Form
 - a. During Pratt's registration period, you will be required to register for your exchange courses at the school abroad and have them approved by your chair. Complete the form and submit it to the Office of Education Abroad.
4. Passport Upload
 - a. Upload a scanned copy of your passport for our records. This will also be helpful to you while traveling if you passport is lost and you need a copy to prove identification.

Materials

5. Program Deposit
 - a. There is a non-refundable \$500 Program Deposit that ensures your participation to study abroad.
6. Emergency Health Care Authorization

- a. Read and sign the statement provided by the authorization of your health care before studying abroad.
7. Health and Safety Information
 - a. Please review our information regarding your health and safety abroad.
8. Statement of Responsibility/Waiver and Release Form
 - a. Please accept and sign the statement that shows you agree to the terms of studying abroad with your exchange program which has been vetted by Pratt.
9. Host School Application
 - a. Apply to your host institution by the deadline. You must apply to the school as an exchange student in order to receive credits and enroll in classes at the school. Provide proof of your application submission with the requested information.

Learning Content

10. Exchange Visa Information
 - a. Some countries require a Visa for students staying long-term. Please review the Visa information provided to you based on the country you will be traveling.
 - b. If you require a Visa, begin your application as soon as possible and provide the information to the Office of Education Abroad.
11. AETNA Health Insurance Information
 - a. All students traveling abroad are required to have travel insurance and will be enrolled by Pratt to AETNA. Students are required to pay the fees of health insurance. Review the information before becoming enrolled.
12. Housing Guidelines for Outbound Exchange Students
 - a. Some exchange programs provide housing for students on campus. For students studying somewhere that does not provide housing, you are required to find your own accommodations.
 - b. Review the guidelines for housing at Pratt if you plan on being absent for a semester or wish to have housing at Pratt when you return. This is important to do before leaving to study abroad.

When you have confirmed your nomination, you will be required to attend a mandatory Pre-departure Orientation led by the Director of Education Abroad that will be part of your learning experience before going to your exchange school. You can gather information on the orientation in Terra Dotta or by emailing studyabroad@pratt.edu.