Study Abroad Portal Guide for Students

This Fall 2017 we launched the new Study Abroad Portal powered by Terra Dotta. Everything from program information, program and scholarship application, and risk management requirements are now located online.

This guide compiles resources that will be helpful when using the Study Abroad software and includes information about program application, scholarships, and risk management requirements.

- Accessing the Portal
- Finding a Program
- Editing your profile
- Submitting documents

Accessing the Portal
1. Visit tarleton.edu/studyabroad and click on “Study Abroad Portal” or go to studyabroadportal.tarleton.edu
Finding a Program

2. Once directed to the Study Abroad Portal, you may then search for programs. If you are looking for Tarleton Faculty-Led Programs, click on the “Tarleton Programs” tab.

Applying/Requesting Information

3. Once you have found a program that you are interested in, you may then choose to apply or request more information.
Logging in

4. In order to access your profile, you must indicate how you will be logging in. If you are a student, select the “I have a Tarleton username and password” option and use your NTNET credentials to log in.
Editing your Profile

5. Once you have logged in, click on the Edit Profile tab in order to upload a profile picture and provide information for faculty leaders to better identify you.
6. After you have applied for a program, you will be in the Pre-Decision phase until the faculty leader has accepted your application. Read the “Application Instructions” while you wait for your application to be reviewed.
Post-Decision Phase (Accepted, Rejected, Waiting List)

7. Once you are in the Post-Decision phase, your application will either be Accepted, Rejected, or put on a Waiting List. If accepted, you will then have access to various application elements required to complete your file. You will also have the opportunity to apply for a scholarship.

Be sure to complete all required elements by the due date.
Uploading your Passport

8. To upload your passport, click on the yellow folder and upload the image from your device.
Complete the International Travel Safety: Safe Passage Presentation

9. To upload your certificate of completion, click on the yellow folder and upload the image from your device.

Scholarships

10. In order to be considered for the International Education Scholarship, you must indicate whether or not you would like to be considered. Please read the requirements and information carefully before making your decision. You can review the scholarship criteria by visiting this link: https://tarleton.edu/studyabroad/funding/scholarships.html
Questions/Concerns
If you have any questions or experience any issues, please contact the International Office at studyabroad@tarleton.edu or call (254) 968 9545