How to Apply to UCO Study Tours or Semester Abroad Programs

1. Using Chrome as the browser, visit [https://bronchosabroad.uco.edu/](https://bronchosabroad.uco.edu/) and select the Sign In button. On the Programs page, type the program name or country in the search bar. If you want to see all the options, use the scroll bar on the right. **Tip:** Under Program Type select Faculty/Teacher Led Program to find UCO’s study tour options or choose Study Abroad and Exchange to find semester programs at our partner institutions.

2. Once you find the program you’d like to pursue, click on the program name to read all the information provided. To start an application, select any one of the Apply Now buttons at the top, middle, or bottom of the information page.
**Note:** If you do not see the **Apply Now** option and there are no dates listed under **Terms & Cost**, the program was offered in a previous term. Select **Request More Info** or **Request to Apply** to find out if the program will be offered this year.

3. After you select **Apply Now**, you will be directed to an eligibility reminder page with information about any course prerequisites and the payment schedule for UCO study tours. For semester exchange programs, there will be links to application instructions or other important partner school information. After reading carefully, select the program dates that you want, check the box agreeing to be contacted, and click the **Next** button.

4. Read the instructions at the top of the application form and complete all fields in white. Lines that are gray with a lock at the end will autofill from the UCO student database and you will not be able to type or change this information. If a question is not applicable (for example, you only have one address line), be sure to type **n/a**. You will not be able to submit the application with any blank white lines.
5. At the end of the application, you must type your full name and select Submit. If the application is successfully submitted, you will see the confirmation page below.

6. After the application is submitted, you will be able to track your status from the profile page under the Applications tab.
7. Applications In Review are being processed by the program coordinator or Study Abroad staff.

8. If the study tour or exchange program has reached capacity, the program coordinator may mark your status as Conditionally Accepted and place your name on a waitlist. In the event another participant drops out of the program, the coordinator will contact you if your status changes to Accepted.

Accepted students will not be considered confirmed study abroad participants until they select Commit to the right of the program name on the Applications tab. For UCO faculty-led study tours specifically, selecting Commit triggers the Bursar’s office to add the correct program charges to a student’s account.
9. If you have been accepted and intend to participate in the program, select **Commit** to the right of the program name on the **Applications** tab. Students who commit to a UCO study tour can expect to see the $500 non-refundable deposit charged to their Bursar account within approximately one week of changing their status. Semester exchange students must be sure to complete the additional paperwork required by the partner school.

![Commit button](image)

10. Once you **Commit**, you will be directed to a confirmation page. Select **Onward!** to proceed to the **Forms** tab on your profile page and complete the required materials, such as the Passport Scan and Waiver of Liability in the screenshot below.

![Confirmation page](image)

**REMINDER!** Login to the portal at [https://bronchosabroad.uco.edu](https://bronchosabroad.uco.edu) to return to your profile page; you can review your existing documents under the **Applications** and **Forms** tabs.