Application FAQ

General information
Application materials and instructions are available on the website by clicking the “apply now” button within the program information of the site to which you wish to apply.

Most applications will ask for:
- personal data
- one to two professor recommendations
- official Vanderbilt transcript
- essay/short answer
- passport-sized photo(s)
- application fee

GEO charges an application fee of $50 per program. Application fees are payable by check or money order to Vanderbilt University (no cash, credit, debit, or Vandy cards). This fee takes the place of any application fees charged by our partner program providers.

Students will be notified by GEO if they have been approved to study abroad. Program partners make final application decisions.

Notes:
- Money orders are available for purchase at the Station B post office.
- The GEO general application will be made available for completion online roughly 2-3 months prior to the application due date.
- All components of the application to study abroad (GEO general application and any required program materials) must be complete and submitted by the Vanderbilt GEO deadline.

**CET application information**

1. Complete the online GEO general application to study abroad by clicking “apply now” from within the CET program page where you wish to study. Follow the application instructions, including submitting personal data, an official Vanderbilt transcript, and a $50 application fee (payable by check or money order to Vanderbilt University).

2. Complete the online CET application by creating an online account at www.cetacademicprograms.com. Follow the application instructions, including submitting personal data, professor recommendations, and material submissions such as an official Vanderbilt transcript, passport-sized photographs, and photocopy of a valid and signed passport.

Notes:

- Both GEO and CET applications must be complete and received by the Vanderbilt GEO deadline
- Students who have had college-level instruction in the target language must submit a language recommendation in addition to the two general professor recommendations
- Recommendations should go directly to CET. You may send them in yourself or ask your professors to send them directly.
- It is not necessary for Vanderbilt students to complete the Home Institution Approval Form as this applies only to non-Vanderbilt students
- Do not pay the CET online application fee – Vanderbilt will pay on your behalf at a later date. If you enter credit card information on the CET site, it will not be processed and you still need to pay GEO.
- All components of the application to study abroad (GEO general application and any required program materials) must be complete and submitted by the Vanderbilt GEO deadline.
- Send your items to CET with a form of mail that can be tracked (such as certified mail)

  CET Academic Programs
  1920 N Street NW, Suite 200
  Washington, DC 20036-1601
CIEE application information
1. Complete the online GEO general application to study abroad by clicking “apply now” from within the CIEE program page where you wish to study. Follow the application instructions, including submitting personal data, an official Vanderbilt transcript, the CIEE Home School Nomination Form, and a $50 application fee (payable by check or money order to Vanderbilt University).

2. Complete the online CIEE application by creating an online account at www.ciee.org/study.aspx. Follow the application instructions, including submitting personal data, personal statement, professor recommendations, and items such as an official Vanderbilt transcript, passport-sized photographs, and photocopy of a valid and signed passport.

Notes:
- Both GEO and CIEE applications must be complete and received by the Vanderbilt GEO deadline
- Students who have had college-level instruction in the target language must submit a language recommendation in addition to the two general professor recommendations
- Recommendations should go directly to CIEE. You may send them in yourself or ask your professors to send them directly.
- The Home School Nomination Form should be submitted to GEO with your other general application material submissions. If you are approved to study abroad, GEO will complete and forward this form to CIEE.
- All components of the application to study abroad (GEO general application and any required program materials) must be complete and submitted by the Vanderbilt GEO deadline.
- Send your items to CIEE in a form of mail that can be tracked (such as certified mail)

CIEE
300 Fore Street
Portland, ME 04101

DIS application information
Complete the online GEO general application to study abroad by clicking “apply now” from within the DIS program page. Follow the application instructions, including submitting personal data, an official Vanderbilt transcript, and a $50 application fee (payable by check or money order to Vanderbilt University).
No additional materials are needed for a DIS application. If approved by GEO, you will be contacted to go online with DIS and complete additional materials.

**IFSA-Butler application information**
Complete all application materials by clicking “apply now” from within the IFSA-Butler program page where you wish to study. Follow the application instructions, including submitting personal data online, release/waiver forms, an official Vanderbilt transcript, 8 passport-sized photographs, 1-2 professor recommendations and a $50 application fee (payable by check or money order to Vanderbilt University).

Notes:
- Most IFSA-Butler programs require 1 professor recommendation. University College London, University of Leeds, University of St. Andrews require 2 professor recommendations
- Passport photographs should be on photographic paper, cut into individual photos, and name printed on the back of each
- Applications deadlines for Trinity College Dublin will be earlier than other posted deadlines; see Trinity program page for details

**IES application instructions**
1. Complete the online GEO general application to study abroad by clicking “apply now” from within the IES program page. Follow the application instructions, including submitting personal data, an official Vanderbilt transcript, the IES Authorization and Evaluation Form, and a $50 application fee (payable by check or money order to Vanderbilt University).

2. Complete the online IES application by creating an online account at www.iesabroad.org. Follow the application instructions, including submitting personal data an official Vanderbilt transcript.

Notes:
- If your cumulative GPA is under 3.0, you are required to submit a professor recommendation to IES (available on IES’ online application). You may send this letter to IES yourself or have your professor send it directly
- If you have previously studied German, you are required to submit a Language Assessment Form (available on IES’ online application) to IES
- If you are a music performance student, you are required to complete and submit Parts 1&2 of the Vienna Music Performance Workshop Applications (available on IES’ online application) to IES
- All components of the application to study abroad (GEO general application and any required program materials) must be complete and submitted by the Vanderbilt GEO deadline.
- Send items to IES through mail which can be tracked (such as certified mail)
  IES
  33 North LaSalle, 15th Floor
  Chicago, IL 60602

**Vanderbilt-in application Information**

Complete all application materials by clicking “apply now” from within the Vanderbilt-in program page where you wish to study. Follow the application instructions, including submitting personal data online, release/waiver forms, an official Vanderbilt transcript, 3-4 passport-sized photographs, 1 professor recommendation, personal statement, and a $50 application fee (payable by check or money order to Vanderbilt University).

**Notes:**
- Personal statements should be in the target language of the country where you wish to study
- Professor recommendations should be completed by the most recent language instructor of the target language of the country where you wish to study
- Language beginners in the Vanderbilt-in-France and Vanderbilt-in-Spain summer programs may write their personal statements in English and obtain a professor recommendation from any professor of their choosing

**Independent and exchange programs application information**

(Sciences Po, Homerton College, City University, Seoul National University, Georgia Tech programs)

Complete the online GEO general application to study abroad by clicking “apply now” from within the program page where you wish to study. Follow the application instructions, including submitting personal data, an official Vanderbilt transcript, and a $50 application fee (payable by check or money order to Vanderbilt University).

No additional materials are immediately necessary for this application. If approved by GEO, you will be contacted regarding any additional materials.

**Notes:**
- Application deadlines may vary, especially for spring terms abroad. See the program webpage for more information
- Secondary application materials may include personal statements, letters of recommendation and more

**VISAGE application information**
Complete all application materials by clicking “apply now” from within the VISAGE program page where you wish to study. Follow the application instructions, including submitting personal data online, release/waiver forms, an official Vanderbilt transcript, essay, resume, 2 professor recommendations, personal statement, and a $50 application fee (payable by check or money order to Vanderbilt University).

Notes:
- Students who are initially approved for the VISAGE program will be invited to interview as a second round of the application process