Dear Woodcock Global Honors Fellow applicant,

Welcome to the application instructions for the program. This international honors experience, exclusive for honors students accepted into the Woodcock Global Fellows program, provides an early global experience PRIOR to the start of their first semester on campus.

The first portion of the program will bring students to the University of Pittsburgh for two weeks. While at Pitt, students will become accustomed to life at the University and in the city of Pittsburgh. The second portion of the program will involve international travel to Dublin, Ireland. The group experience globalization first-hand through industry-specific company tours, interacting with executives, and academic lectures that provide cultural and political perspective.

The 2018 program will focus on the entrepreneurship and innovation industries in Dublin, Ireland.

To express your interest in the program, please apply through our online application portal at www.abroad.pitt.edu/globalhonors.

Application instructions are below.

Should you have questions at any time throughout the process, please contact Brad Miner, International Programs Coordinator at Pitt Business, by email: bradminer@pitt.edu or phone: 412-383-7136.

Best,
The Pitt Business International Programs Team

University of Pittsburgh, College of Business Administration
210 S Bouquet St., 2110 SENSQ
Pittsburgh, PA 15213
phone: 412.383.7136
Step 1: To get started, visit [http://www.abroad.pitt.edu/globalhonors](http://www.abroad.pitt.edu/globalhonors).

Step 2: Once you are on the page, click on the green “APPLY NOW” button, as is shown below.

Step 3: After clicking on the “APPLY NOW” button, you will see the page below. Select “I am not a Pitt user and I do not have login credentials to this site” to proceed with your application.
Step 4: Enter your **First Name**, **Middle Name**, **Last Name**, **Email**, **Date of Birth**, and **Gender** into the form as is shown below. Once finished, click “Create Account”.

Step 5: Once you have submitted your information, you will see the screen below. Please check the email account you provided in the previous step for directions on how to proceed.
Step 6: The email you receive will include a link to login to your application. **Click on the link.**

Please note, that if you do not login within 1 day(s) of receiving the email, you will be asked to request a new temporary password.

Step 7: The link in the email will once again take you to the following page. This time, you should select “**I am not a Pitt user but I have login credentials to this site that I received by email.**”
Step 8: Fill in the username and password fields with the login information sent to you via email. Then, click “Login”.

Step 9: The next step in the process is to select password reset security questions, as is shown below. Once have completed this step, click the “Update >” button located at the bottom center of your screen.
Step 10: You will then be directed to change your temporary password to a permanent password. Follow the directions on the screen to create a password that meets the listed criteria. Once you have come up with an appropriate password, click the “Change” button located at the bottom center of your screen.

Step 11: Once you see the screen shown below, select “Summer, 2018.” Then, hit “Apply >”.
Step 12: Fill out the required applicant information as shown below. Once you have completed this step, click the “save” button at the bottom of your screen.

**Required Parameters:**

1. **Preferred Name:** __________ [Either a First Name or a shortened nickname]
2. **Expected Graduation Date:** __________ [Please enter: 04/2023]
3. **Cell phone number:** __________ [or home phone number]
4. **Are you a veteran of the armed services:** Yes or No
5. **Home Country:** __________
6. **Home Institution:** __________ [Please enter the name of your High School]
7. **Major 1:** __________ [Please enter: Business Administration]

**Optional Parameters:** You may leave this section blank.
Step 13: The next step in the application process is to fill out your passport information. To start, click on “Passport Information” under the “Application Questionnaire(s)” heading.

If you do not currently have a passport or proof of passport application, please proceed to Step 14.

This section of the application requires you to fill in information about your passport. Follow the directions as they are outlined in the application, and as are shown below. Once you have completed the required steps in this section and have ensured that the information you provided is correct, click the “submit” button at the bottom of the page.

* For students who do not currently hold a valid passport, you should upload proof of your passport application, such as a digital receipt.
Passport Information (Questionnaire) – Image Example:

1. Name as it appears on your passport (*)
2. Passport Number (*)
3. Passport Issuance Date (*)
4. Passport Expiration Date (*)
5. United States Passport? (*)
   - If no, indicate country of citizenship.
   - Please select one.
6. Passport Copy (*)
   - You are required to submit a CLEAR, LEGIBLE, COLOR IMAGE of the photo and data page of your passport, including your signature on the "Signature of Issuer" line. The image must be saved as a JPEG, GIF, or PNG.
   - To upload the image, click the folder icon below, find the file on your computer, and click submit. If you have done it properly, you will see a link in the text field below.
7. Are you an international student here at Pitt? (*)
   - If yes, please scan and upload a clear copy of your current visa page. If no, fill in the field below.
   - To upload the image, click the folder icon below, find the file on your computer, and click submit. If you have done it properly, you will see a link in the text field below.

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.
Step 14: Once you are back on the main application page, select “Woodcock Global Honors Fellowship Application Questions” to continue with the application process.

This next part of the application process will require you to fill out the Woodcock Global Honors Fellowship Application Questions. Please answer the questions to the best of your ability.
Required Parameters:

1. Name
2. Gender
3. Email
4. Have you been admitted to the College of Business Administration as an Honors student? [Yes or No]
5. Write a short paragraph introducing yourself.
   o Things to include: major, hometown, any unique interests, volunteer and work experience, and involvement at your high school.
6. Briefly describe your previous overseas experience, if any.
   o Please include both personal travel and any other study abroad experience. If no overseas experience, please put n/a.
7. Describe three goals (academic, personal and career) that you wish to accomplish on this program. (250-300 words)
8. Give an example that illustrates how you work and function in a group. (150-250 words)
9. Have you taken any foreign languages in high school or college?
   o If you have, please indicate the language and how long you have studied each.
10. Major/Intended Major
    o [Please enter: Business Administration].
11. Permanent Address
    o [Please enter your home address].
12. Telephone
    o [Please enter either your home phone or cell phone number].
13. Date of Birth
14. Please indicate your preferred T-shirt size.
15. Ethnicity or Race (Select all that apply).

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Once you have completed this section of the application and are satisfied with your answers, hit the “Submit” button at the bottom of your screen.
If the screen below matches the one you are seeing, you have now completed the “Application Questionnaire(s)” portion of this process.

To note, the “Passport Verification Complete” section on the main application page will be checked off once a member of our office processes your information.

Congratulations!

You have now finished your application for the Woodcock Global Honors Fellowship! The Pitt Business International Programs team will now review your application and contact you shortly.

Should you have questions at any time throughout the process, please contact Brad Miner, International Programs Coordinator at Pitt Business, through either email: bradminer@pitt.edu or phone: 412-383-7136.