

Non-WSU Applicants: How to Apply for a WSU Education Abroad Program

Individuals interested in applying for a WSU education abroad program, including Faculty-led, Partnership, or Exchange programs must go through the process outlined below. All participants must apply to WSU and enroll in the credits associated with the education abroad program. Non-WSU students must apply to WSU as a Non-Degree Seeking student. Non-WSU students can utilize WSU's education abroad search engine, however to apply for a program requires several extra steps that must be initiated before an application for the education abroad program can be started.

1. Apply to WSU as a Non-Degree Seeking student

- a. This must be initiated **at least 2 weeks prior** to the education abroad programs application deadline.
- b. \$25 fee will apply, link to apply: <https://www.applyweb.com/wsunivnd/>

2. Create your NID: Once your Non-Degree Seeking application has been processed you will receive an email with your Temporary Access Network Key (TANK) with the subject line "Important! Create your WSU Network ID (NID)" (example email on page 2)

- a. Follow the steps in this email to setup your NID
- b. This will give you a Student Account at WSU which you will be billed through

3. Next, create your WSU username and password

- a. It is possible to do this when setting up your NID, however it is easiest to call the WSU IT Help Desk to get this setup.
 - i. [IT Help Desk contact information](#): Monday-Friday 8am-5pm 1-509-335-4357 or 1-800-608-3839
 - ii. Tell them you just applied and received your Temporary Access Network Key and are trying to get your username and password set up. Ask them if they can help you identify what your username and password is, or how to set that up.
- b. After you have created your WSU username and password it will take at least 24 hours before you can use it in the WSU system.

4. Now you can apply to the WSU education abroad program!

- a. Use the "Apply Now" link on the programs flyer or search for the program using [this link](#).
- b. Pay close attention to the application deadline listed for the program. You must have all items completed by 5pm on the deadline day.

Helpful Links:

- [Global Learning Department – Education Abroad Page](#)
 - [Search Engine](#) for WSU Education Abroad Programs
- [WSU Admissions](#)
- [IT Help Desk](#)
- [MyStudyAbroad](#)
 - Once you have started your WSU Education Abroad application you can login to your account to complete application materials and track your progress.
- [MyWSU](#)
 - You will be billed fees associated with education abroad program through your student account accessible from MyWSU.
- [WSU Student Accounts](#)
 - For questions about your account balance or help in paying a balance.
 -
- [Blackboard](#)

- Certain programs may have online training accessible through this learning management site. If your education abroad program requires use of this site it will be clearly listed in the instructions.

Example of “Important! Create your WSU Network ID (NID)” email as of 2/2015. **Do not follow the links in the sample below, wait until you have received this email!**



INFORMATION SERVICES

Washington State University

STUDENT NAME,

Your Washington State University Personal Identification Number is: #####

Please return to the WSU Account Creation web page <http://wsu.edu/AccountCreation/> and enter this Personal Identification Number, then press 'Continue' to proceed and finish creating your User ID.

This is a security feature put in place by WSU to prevent others from creating a User ID using your personal information. Your Personal Identification Number will verify your identity.

You are just a few steps away from getting your User ID. Your User ID provides access to login to the secure MyWSU Portal and additional web services, access to wireless services.

For any questions or issues during the WSU User ID account creation process, please contact the Help Desk for assistance Monday–Friday between 8 AM –5 PM PST at [509- 335- 4357](tel:509-335-4357) or helpdesk@wsu.edu



[Information Services](#), PO Box 641222, Washington State University,
Pullman WA 99164-1222 [509-335-4357](tel:509-335-4357), [Contact Us](#)