



STUDY ABROAD

We're so glad that you're interested in leading a program abroad! We hope that these next few slides will help you to gain access to the portal where you'll access the Faculty-led Proposal.

If you have any questions, please reach out to us
via email: studyabroad@rowan.edu

Step 1: Click [here](#) to get to the page on the right.

>

List All Simple Search Advanced Search Featured Programs Map Search Program Discovery

FL Proposal Application



The image shows a screenshot of a website for Rowan University. At the top, there is a navigation bar with a right-pointing arrow and several buttons: 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', 'Map Search', and 'Program Discovery'. Below this is a white header with the text 'FL Proposal Application'. Underneath is a large yellow banner with a grid pattern and the Rowan University logo, which consists of the text 'Rowan University' and a circular emblem containing a torch with a flame. The banner is followed by a white section with the heading 'Program Overview'.

Step 2: Click Apply Now, and then you should be asked which term – enter Proposal 2028

Apply Now

Request Info

Faculty members who plan to offer a study abroad program in conjunction with one of their courses must submit this application.

For faculty who have previously lead a program abroad:

Click the "apply now" button to the left and enter in your username/password that you created for your previous programs and then you'll see the proposal and all the requirements to complete. If you do not remember your username/password please email studyabroad@rowan.edu and we will help you.

For first time faculty leaders:

Click the "apply now" button to the left and then choose "create account." Enter in your information and then you'll be brought to your homepage where you'll see a link for your program proposal.

All proposals must be submitted by February 4th. The Study Abroad Committee will review all submissions and the Study Abroad Office will inform you by the end of February if you've been approved, denied, or if a resubmission is requested.



The image shows a screenshot of a website for Rowan University. On the left side, there are two dark brown buttons: 'Apply Now' and 'Request Info'. To the right of these buttons is a column of text providing instructions for faculty members. Below the text is a photograph of a large, white, classical-style building with a central dome and columns, surrounded by green lawns and trees. The building is identified as the Rowan University building.

Then click “Create Account” and answer the questions

NOTE: The application will ask you for the following items:

1. Your Rowan ID
2. Your major
3. Your Academic Advisor
4. Your class standing
5. GPA
6. How you’re paying for your program

This system is designed more for student access, which is why these questions are asked; however, we understand that the information you provide for these questions is not relevant, so please simply answer those questions with any answers.

Rowan University

User Login

Log in using your Rowan email (ending in @rowan.edu) and a password of your choice. If you haven't logged in before click "Create Account" at the bottom to get started. Make sure you've spelled everything correctly, otherwise you'll miss out on important emails. (This is for domestic students only -not for incoming international students)

Username *
kahler@rowan.edu

Password *

Remember Username?

Login

Forgot your password?

New User? [Create Account](#)

From this homepage, you'll see three lines (hamburger menu) on the left side of your screen. Click on that and choose "Applicant".



STUDY ABROAD

The screenshot shows the "Applicant Home Page" interface. At the top, there is a dark brown header with a search bar on the left, a hamburger menu icon, the text "Applicant Home Page", and the user name "Laura Kahler" with a settings gear icon. Below the header is a navigation bar with a user profile icon and three menu items: "Applications" (highlighted), "Profile", and "Message center". The main content area features a white box with the heading "WELCOME TO THE APPLICANT HOMEPAGE!" and a paragraph of text: "Below you will find the program(s) to which you are applying. If you don't see any applications, use the 'Find Program' button to the right to locate the program that you wish to apply to. Should you have any questions as you navigate this site, please contact the Study Abroad Advisor." To the right of this text is a dark brown button labeled "Find program". Below the white box is a light gray button labeled "Show past applications". On the left side of the page, there is a dark brown sidebar menu with a search bar at the top and several menu items: "Applicant", "Administrative", "Admin Console", "Applications" (highlighted), "Programs", "Configuration", "Settings", and "Public Site". A small blue circle with the number "3" is visible at the bottom of the sidebar.

You should now see your application on your applicant homepage.

Once you click on “FL Proposal Application” the application will open and you’ll see that there is a To-Do list for you to complete.

To formally submit your proposal, all items must be completed. Once you complete them, you should see a “Submit Application” button appear at the top of your application homepage. Click that to notify our office that you’ve finished your proposal.

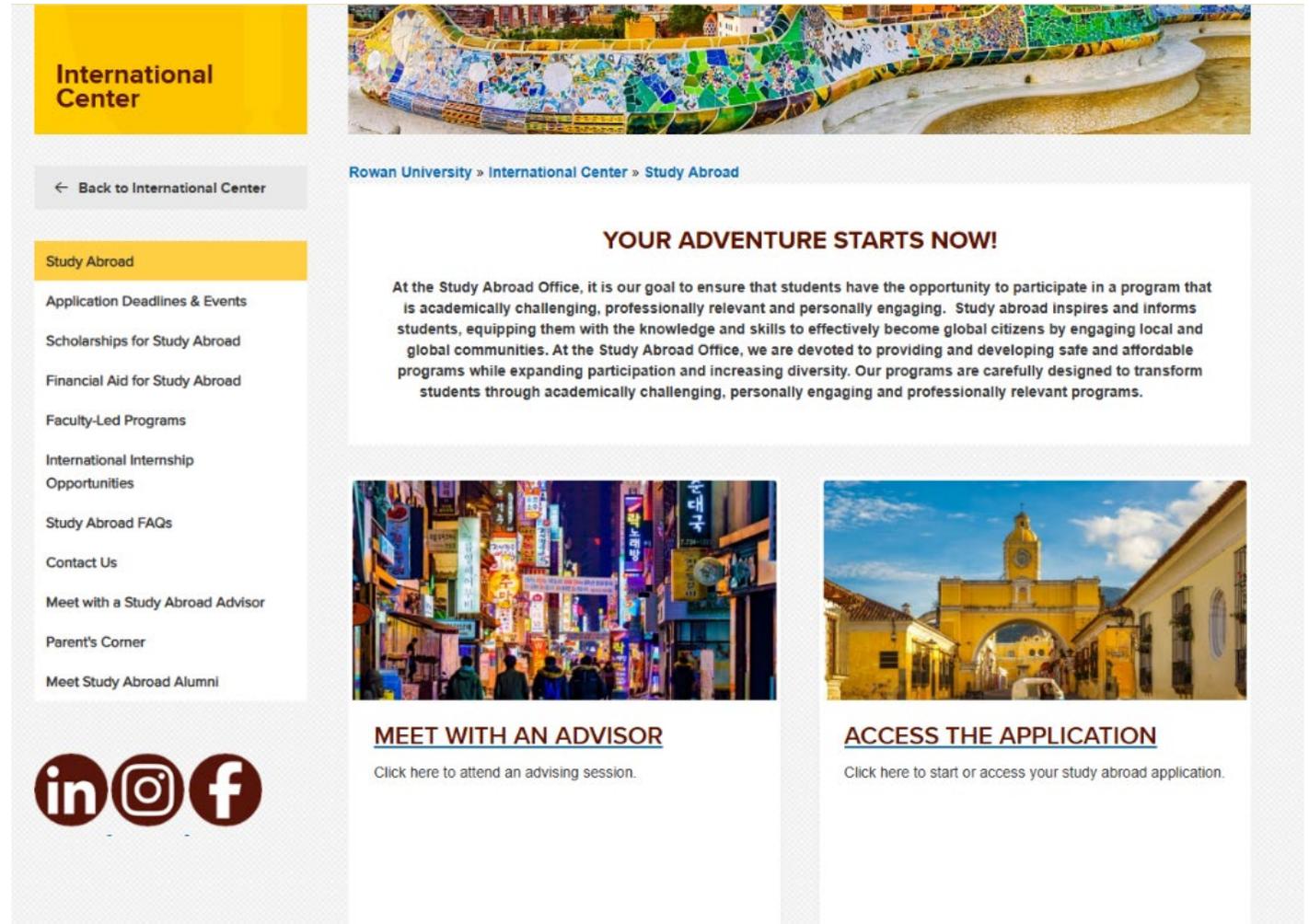
The screenshot shows the 'Applicant Home Page' for Laura Kahler. At the top, there are navigation links for 'Applications', 'Profile', and 'Message center'. A welcome message reads: 'WELCOME TO THE APPLICANT HOMEPAGE! Below you will find the program(s) to which you are applying. If you don't see any applications, use the "Find Program" button to the right to locate the program that you wish to apply to. Should you have any questions as you navigate this site, please contact the Study Abroad Advisor.' A 'Find program' button is located on the right. Below this, a section for 'Spring /Travel, 2027' features a large image of a building and the text '*Faculty Led Proposal'. To the right of the image is a circular progress indicator showing '0 of 2' and a 'Withdraw application' link. At the bottom right of this section, the 'Deadline: 02/04/2026' is displayed.

The screenshot shows the 'Faculty Led Proposal - Spring /Travel, 2027' application page for Laura Kahler. The header features the Rowan University logo on a yellow background. Below the header, there are navigation links for 'To Do List' and 'Program info'. The main content area is titled 'Instructions' and contains the following text: 'Welcome to the online Faculty Led Proposal', 'The online proposal includes several items that must be completed in order for your proposal to be reviewed by the Study Abroad committee (SAC). All proposals are due on February 4th of the year PRIOR to your program. Once the committee has reviewed your proposal, you will be notified of the status of your proposal. Thank you for your interest in leading a program abroad! If you have any questions regarding the information required, please reach out to the Education Abroad Advisor via email: kahler@rowan.edu.', and 'We look forward to working with you throughout this process. Sincerely, The Study Abroad Office'. A 'Get Started!' button is located at the bottom right. Below the instructions, a section titled 'Your Application To-Do List' contains two items: 'Faculty Led Proposal Packet (Upload)' and 'Provider's Itinerary & Program Contract (Upload)'. A small circular image of a building is visible on the right side of the page.

We suggest that you bookmark our site so that you can easily access your proposal to make edits, review items etc.

www.rowan.edu/studyabroad

Then choose the box “Access the Application” and log in using your Rowan email and the password you chose when you created the account.



International Center

← Back to International Center

Study Abroad

- Application Deadlines & Events
- Scholarships for Study Abroad
- Financial Aid for Study Abroad
- Faculty-Led Programs
- International Internship Opportunities
- Study Abroad FAQs
- Contact Us
- Meet with a Study Abroad Advisor
- Parent's Corner
- Meet Study Abroad Alumni

Rowan University » International Center » Study Abroad

YOUR ADVENTURE STARTS NOW!

At the Study Abroad Office, it is our goal to ensure that students have the opportunity to participate in a program that is academically challenging, professionally relevant and personally engaging. Study abroad inspires and informs students, equipping them with the knowledge and skills to effectively become global citizens by engaging local and global communities. At the Study Abroad Office, we are devoted to providing and developing safe and affordable programs while expanding participation and increasing diversity. Our programs are carefully designed to transform students through academically challenging, personally engaging and professionally relevant programs.



MEET WITH AN ADVISOR
Click here to attend an advising session.

ACCESS THE APPLICATION
Click here to start or access your study abroad application.

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STUDY ABROAD

For faculty who already have an account created
please follow these steps to complete a new
proposal.

Click on Access the Application and log in with your Rowan email and the password you originally chose when you created the account.

International Center

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Study Abroad

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[MEET WITH AN ADVISOR](#)

[Click here to attend an advising session.](#)

[ACCESS THE APPLICATION](#)

[Click here to start or access your study abroad application.](#)

You should land here. From this page, you'll see three lines (hamburger menu) on the left side of your screen. Click on that and choose "Applicant".

Then click the "Find Program" button located on the right side.



STUDY ABROAD

The screenshot shows the "Applicant Home Page" interface. At the top, there is a search bar labeled "Search Applications" and a hamburger menu icon. The page title "Applicant Home Page" and the user name "Laura Kahler" with a settings gear icon are in the top right. A left sidebar menu contains the following items: Applicant, Administrative, Admin Console, Applications, Programs, Configuration, Settings, and Public Site. The main content area features a user profile icon, three navigation tabs: "Applications" (which is selected), "Profile", and "Message center". Below this is a white box with the heading "WELCOME TO THE APPLICANT HOMEPAGE!" and a paragraph of text: "Below you will find the program(s) to which you are applying. If you don't see any applications, use the 'Find Program' button to the right to locate the program that you wish to apply to. Should you have any questions as you navigate this site, please contact the Study Abroad Advisor." A "Find program" button is located in the bottom right of this box. At the bottom center of the page is a "Show past applications" button. A small blue circle with the number "3" is visible in the bottom left corner of the sidebar.

Under "Program Name" enter
in FL Proposal Application
and hit the search button

[List All](#)
[Simple Search](#)
[Advanced Search](#)
[Featured Programs](#)
[Map Search](#)
[Program Discovery](#)

Programs : Search (simple)

Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search. ×

Simple Search

Enter in the program information to find your desired program. Then click on the program title link and choose "apply now." If you haven't already created an account with our office you will have to choose "Create Account" and enter in the information requested. If you're a current applicant, you can simply log in using your username/password. Usernames should always be your Rowan email address. (xxxx@rowan.edu)

Show: Outgoing ▾

Program Name

Term
Any ▾

Type any search words above, or to search for an exact match, use double quotes (") around your search string.

City Any ▾
 Country Any ▾
 Region Any ▾

A list of programs will appear and you should click on the first one that says "FL Proposal Application"

[List All](#)
[Simple Search](#)
[Advanced Search](#)
[Featured Programs](#)
[Map Search](#)
[Program Discovery](#)

Programs : Program Search (results)

Following is the list of programs based on the search criteria. Click any program name to view details or to apply. If you would like to request information from our staff about programs matching the search criteria you have selected, use the Request Info button. ×

You searched for Outgoing programs within any term, that have the word(s) FL Proposal application in the program name, sorted by Program name in ascending order.

Program search results				
Program Name ↑	City	Country	Region	Save/Share
*FL Proposal Application	Glassboro	United States	North America	
AIFS Abroad in Florence, Italy: January	Florence	Italy	Europe	
AIFS Abroad in Florence, Italy: January	Florence	Italy	Europe	
AIFS Abroad in Florence, Italy: Semester	Florence	Italy	Europe	
AIFS Abroad in Florence, Italy: Semester Study + Internship	Florence	Italy	Europe	
AIFS Abroad in Florence, Italy: Summer	Florence	Italy	Europe	
Discover with WorldStrides: J-term at Florence University of the Arts	Florence	Italy	Europe	
Discover with WorldStrides: Quarter at Florence University of the Arts	Florence	Italy	Europe	
Discover with WorldStrides: Semester at Florence University of the Arts	Florence	Italy	Europe	
Discover with WorldStrides: Semester at Florida State University-Valencia Study Center	Valencia	Spain	Europe	
Discover with WorldStrides: Short Session at Florence University of the Arts	Florence	Italy	Europe	
Discover with WorldStrides: Summer at Florence University of the Arts	Florence	Italy	Europe	
Faculty Led Proposal	Glassboro	United States	North America	
Faculty-Led Scholarship Application	Glassboro	United States	North America	
ISI Florence - International Studies Institute	Florence	Italy	Europe	

Click apply now

Then you should be asked which term – enter Proposal 2028 or whichever year your program plans to run

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FL Proposal Application



Program Overview

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