Application Instructions for Union Programs not through International Programs


A window with the following will appear:

2. A window with the following will appear:

Click “OK”.

international.union.edu says:
You are about to create an application. Are you sure you wish to do this?

OK    Cancel
3. Please indicate how will be logging in:

   Select “I have a username and password”

4. To login in use the first part of your Union Gmail (i.e. everything before the “@union.edu) as your Username and your Union Gmail password for the Password then press “Login”:

5. Select the appropriate term when you will travel and press “Apply”:
6. By clicking on each of the required documents, you will find instructions on how to complete:

![Application Page (Pre-Decision)](image)

- Emergency Contact Information
- Self-Identification Form
- Health Insurance (only required for students traveling outside of the United States)
- Smart Traveler Enrollment Program (not required for international students traveling outside of the United States and students traveling within the United States)
- Student Health Information (optional)
- Passport Copy (only required for students traveling outside of the United States)
- Travel Information
- Participant Agreement
- Alcohol & Drug Policy
- Conduct Code
- Sexual and Other Forms of Unlawful Harassment Policy

![Application Questionnaire(s)](image)

7. After creating the application, if you need to log into it at a later time, go to [https://union-ipo.terradotta.com/index.cfm?FuseAction=Security/LoginWizardStepOne](https://union-ipo.terradotta.com/index.cfm?FuseAction=Security/LoginWizardStepOne) and login with your Union Gmail credentials.