



Magellan Exchange Program – Instructions for Applying

Participation in programs offered through the Magellan Exchange require a three-step application process:

- 1- WU Program Application. Deadlines: Mar 1 – Summer/Fall, Oct. 15 - Spring
- 2- Magellan Exchange Application. Deadlines: Summer Varies, Mar 15 – Fall, Oct. 15 – Spring
- 3- Host University Application. Deadlines vary.

Dr. Dmitri Nizovtsev, dmitri.nizovtsev@washburn.edu, WU Magellan Advisor, is your first point of contact to review the academic program and requirements for specific program placement.

Tina Williams, studyabroad@washburn.edu, WU Study Abroad Coordinator, will assist you with the WU and host university application processes. Following your official acceptance by the host university you will receive support from WU and the coordinator at the host university to complete the program logistics.

Below are step by step instructions to complete the required application processes:

1. **Applying through Washburn (see deadlines above)**

- a. To complete the Program application, go to <https://washburn.studioabroad.com/>, click on “Program Search”, locate the Magellan Exchange program of your choice and complete the application process.
- b. The scholarship application is inside of the program application.
- c. For the Statement of Purpose essay, feel free to reuse parts of or the entire Magellan essay (see part 1h below).
- d. You will be asked for two references from Washburn faculty (talk to the faculty in advance!). This is done through an electronic request form that sends an automatic message to the faculty member who will then complete the form online.
- e. If you don’t have a passport, apply for it NOW! Visit the US State Department: <https://travel.state.gov/content/travel/en/passports.html> for information regarding foreign entry requirements: <http://travel.state.gov/content/passports/english/country.html>
- f. For [Study Abroad Credit Transfer](#) approval see Dr. Nizovtsev.

The WU Program application requires a non-refundable \$75 fee. Refer to the [WU Study Abroad Application Fee](#) for more information.

[International Education - Washburn Transformational Experience \(IE-WTE\)](#)

Students participating in an approved study abroad program may elect to complete the study abroad program as an IE-WTE. IE-WTE Scholarship - Awards up to \$2,000. Apply inside of the WU program application.

[WU School of Business Study Abroad Scholarship](#) - Awards up to \$1,000. Requires a separate application process through the School of Business. Application deadline: Spring - December 1st / Fall and Summer - April 1st

2. **Applying through the Magellan Exchange (see deadlines above)**

- a. Go to <http://www.magellanexchange.org>
- b. Click on Apply/Login
- c. Click on “New User” and create an account (username/password)
- d. Return to the Login page and Login
- e. Create a new application for the corresponding term/year
- f. Fill out all the tabs. On ‘Institutional choices’ tab, you are required to enter three different schools. Enter the school you are most interested in FIRST. Ex. ‘PXL Limburg’, field of study “Fine Arts”.
- g. Skip ‘Internship’ and ‘Documents’; Dr. Nizovtsev, WU Magellan Advisor, will upload your transcript.
- h. Try to do a good job on the essay. It should explain why you want to go on the trip and should demonstrate your eagerness to learn new things.
- i. Once you are done, review the application, enter your name and SSN and click ‘Submit’. Dr. Nizovtsev will be able to view your application once it is submitted.

The Magellan application require a non-refundable application processing fee of \$165 (semester/academic year programs) or \$75 (short-term programs). Refer to the [Magellan Student Guidebook](#) for more details.

3. **Applying through the Host University**

Once you have been officially placed by the Magellan Exchange with the host school you will complete the host university application process.