

Applying from outside Columbia has a few more steps. **PLEASE FOLLOW THEM EXACTLY** or your information could go astray.

- **Step 1**

Navigate to the [Trulaske College of Business Study Abroad Program webpage](#) and select the Program you wish to enroll in.

Click on "Registration and Registration Procedures" and download the complete registration packet for that Program. You should also download the **Information Document**, which will answer most of the questions you might have.

- **Step 2**

Complete the registration forms and sign it and the student agreement. Do not leave information blank. You must explain any blanks. **Attach a color copy of your passport photo****. It must be a clear and recognizable copy for our purposes.

If you do not have a passport or do not have one that will be **valid for an additional 6 months after your return** from the program, follow the instruction on the **Registration Procedures page** of the registration packet.

****For those applying for or renewing a passport - send it as soon as you receive the passport. If you must send a copy of your passport after the application has been turned in, you may scan and email the color copy of the photo page. DO NOT fax it.**

Complete the deposit receipt form. **Attach a \$100 check**, made payable to the "University of Missouri," to your completed application.

- **Step 3**

Send all documents, the deposit receipt, and your check to:

Collette McCurdy/Cashier's Office
University of Missouri
15 Jesse Hall
Columbia, MO 65211

Note: Please **attach a note to the packet** asking Collette to kindly record your deposit and forward the packet to Karyn Cremeens in 307 Cornell.

- **Step 4**

Alert [Karyn Cremeens](#) that your documents have been sent so that she can follow up with Collette. Karyn is the administrative assistant to the TCOB Study Abroad Programs.

Once Karyn has received all the documentation and the stamped deposit receipt, you will officially be enrolled in the program.

In the spring, you will be contacted by the program Student Managers with any additional information or requests. If you have any questions or concerns - you may contact [Karyn Cremeens](#).

Not following these instructions could create extra work for everyone so please be diligent.

Thank you – you will have a great experience!