UM Study Abroad Electronic Response Requests and Responses

What the student sees...

Request descriptions

Study Abroad Applicants can generate 3 types of response request.

**A Recommendation**
- to be completed by a faculty member who has taught the student

**A Language Evaluation**
- to be completed by a faculty member in the department of the target language

**An Academic Advisor Approval**
- to be completed by the student’s academic advisor
Request Creation

The applicant generates a response request. The system references the HR directory for contact information.

The applicant gives background information and writes the respondent a short message.

Your Response Request Email

In your inbox

The respondent receives a response request via email from IEEP@miami.edu.
The Email

The response request email displays applicant information, the name and term of the program, and any information the applicant has provided.

There are two options faculty and staff can use to complete the response.
Making the Response (two options to access the response forms)

Option 1 (O1)

To complete the online submission, go to the link below:
URL: https://goabroad.miami.edu/recommenders/

Enter the Submission ID and the applicant’s last name listed here:
Submission ID: F51F9ADF8FC8DC07F
Last Name of Applicant: User

(O1) Accessing the Response Form

Click the link provided and, on the web page provided, enter the Submission ID and applicant’s last name as shown in the email.
After you have submitted the response (instructions below) you are done and can close the browser.
Option 2 (O2)

If you are a current faculty or staff member at the University of Miami, you have the option of logging in securely to your MyStudyAbroad page so that you can see all of your pending response requests or view responses that you have made.

- CaneID users, login here: https://goabroad.miami.edu/secure/ (O2)
- General non-CaneID login: https://goabroad.miami.edu/login

Thank you for your cooperation.

(O2) Accessing the Response Form

Click the link ‘https://goabroad.miami.edu/secure’ and login with your CaneID and password on the page provided.
This is your My StudyAbroad page. If necessary, click the 'Respondent Home' link to get to your list of pending and completed responses.
You can click any applicant’s name in your pending responses list to access the response form. (instructions below)
After you have completed the response

Seeing completed responses

On the Respondents Home page you can click ‘show completed responses’ to show a list of the responses you have completed.
Click the Logout link to log out when you are finished.
Because we are using UM's single sign on, to prevent other users from accessing your UM account you MUST close all browser windows and exit the browser once you have logged out.
Making a Response

Recommendations

Faculty members fill out general recommendations for students that they have had in class. When you have completed filling out the recommendation, click 'SEND' to submit the response. Items marked with an (*) are required for a complete recommendation.

Note, if the student has NOT waived the right to view your response, the system will notify you. If a student has waived the right to view your response, the system also notifies you.

The system also notifies you if a student has waived the right to view your response.
Academic Advisor Approval

Academic Advisors fill out approvals for students to participate in the programs. They are not recommendations. When you have completed filling out the approval, click 'SEND' to submit the response. Items marked with an (*) are required for a complete approval.

Note, if the student has NOT waived the right to view your response, the system will notify you.

The system also notifies you if a student has waived the right to view your response.
Thank You.

Thank you for being an integral part of the study abroad application process for UM students.