**Student Submits Application**

Application - Pending

When a student is approved, you should mark their Application Status “Approved” and e-mail them the Terms and Conditions sheet which they must sign to accept a spot on your roster. You should also instruct them to upload their passport to Horizons. When you receive their signed Terms and Conditions sheet, you should change their Final Program Status to “Approved.”

Application Approved

**Student Life Reviews Application**

**OCP Office Reviews Application**

**Responsible Party**

Student

OCP Staff

Student Life Staff

Program Director

Application – Not Approved

**Student Interviewed**

Application Waitlisted

**Not Approved for Student Life Violation**

Application – Not Approved

Student can begin Appeal Process

Student Approved Academically

Application - Circulated

Application – Waiting for Student Life

Student Not Approved Academically