

Non-Richmond Students Applying to Summer Study Abroad (SSA)



What do you want to do?

[Create my Summer Study Abroad \(SSA\) application](#)

[Log in to my existing Summer Study Abroad \(SSA\) application](#)

STEP ONE: Create your Summer Study Abroad (SSA) application

- 1) Go to the Summer Study Abroad (SSA) brochure page in GatewayAbroad:
<http://studyabroad.richmond.edu/?go=SummerSSA>
- 2) Click the “Apply Now” button in the upper right corner of the page
- 3) On the User Identification Wizard page, select the **last** option: “I do not have login credentials to this site”
- 4) On the next page, use the New User Form to create your GatewayAbroad account. You will receive an automated email that provides your GatewayAbroad login information with a temporary password, and instructions for setting a permanent password and security questions/answers. (If you don’t see this email, check your spam folder!)
 - Please note that the temporary password provided is only valid for 14 days

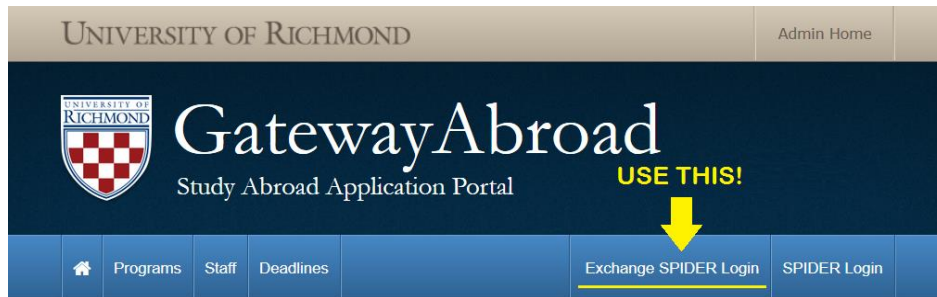
WHAT HAPPENS NEXT: You will only use the above steps once! Any time you need to access Summer Study Abroad (SSA) application after you have created it, log in using the Exchange SPIDER Login button on the [GatewayAbroad](#) home page. [Click here for login instructions.](#)

***Questions?** Please [click here](#) to report any questions or problems. If you receive any error messages, please include screenshots of what you see.*

STEP TWO: Logging in to your existing SSA application

Once you have created your SSA application, **DO NOT** use the brochure page link to access it. Instead, log into your GatewayAbroad account using your email address and password.

- 1) Go to the GatewayAbroad home page: <https://studyabroad.richmond.edu>
- 2) In the upper right of the home page, click on the **Exchange SPIDER Login** button:



- 3) On the next page that appears, enter your email address as your Username, followed by the password you set up after initially creating your GatewayAbroad account.
- 4) Once logged into your GatewayAbroad account, you will be on your Applicant Home Page. Click on the Summer Study Abroad (SSA) link that appears in the Applications section to access your application and continue working on it.

GOING FORWARD: Any time you need to access your existing Summer Study Abroad (SSA) application, log in using the Exchange SPIDER Login button on the [GatewayAbroad](https://studyabroad.richmond.edu) home page.

Questions? Please [click here](#) to report any questions or problems. If you receive any error messages, please include screenshots of what you see.