To complete the Advising Form, please follow the instructions below:

1. Sign into the Study Abroad Office application portal by clicking Faculty/Staff and entering your Texas State login information.

2. You should be directed to your home page where you need to click on “Shared Queries.” Please click on the Query called “Students in Advising Phase”
3. You will then see a list of all students with an Advising Application open, and you can click on your student’s application to access the Advising Form.

4. Once you are in the student’s application, click on the Questionnaires tab, where you will then see the Academic Advisor Form. Please click on the edit button to fill out the form.
5. Please fill out the form

6. Once the form is complete, please submit your responses