How to Complete UNT Incoming Exchange Student Application

1. Visit the link sent to you by a UNT Study Abroad Advisor.

2. Click on the apply button

3. Click on the “OK” button to create an application.

4. Choose the option I do not have login credentials to this site and click Submit.
5. Complete the fields on the form including selecting your university/institution from the list provided and click Create Account at the bottom of page. If you do not see your university on the list, please contact the UNT Exchange Coordinator at StudyAbroad.Exchanges@unt.edu.
6. You should receive the message below. Click OK.

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An email will be sent shortly with your login information. Once you login, you will be returned to your previous location.
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7. The message below will be displayed instructing you to check your email and to use the link in that email to return to the site to log in with your new credentials. Please check your junk mail or spam folders if you do not receive an email from studyabroad@unt.edu.

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Security > Login (new user)

Security > Login (new user)

? New account created and temporary login credentials have been sent.

Your username and temporary password have been emailed to you and should arrive in a few minutes. Use the link provided in that email to return to this site and login. You will then be redirected appropriately.
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8. Click the link inside the email you receive while noting the User ID and Temporary Password.

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studyabroad@unt.edu

Study Abroad - Account Created

Welcome to University of North Texas's Study Abroad!
Following is your temporary login information that will enable you to apply to programs:

User ID: jcolon@unt.edu
Temp Password: jcolon2015

Please keep this information in a safe place.

To return to your application or registration, use the following link to login:

Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,
Study Abroad User Support
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9. The link will take you back to the website where you will choose *I have login credentials to this site that I received by email* and click submit.
10. Enter the User ID and Temporary Password from the email you received and click Login.

11. The first time you log in, you will be prompted to select three security questions. If you forget your password, you will need to answer these questions in order to reset your password for this site. Choose the questions carefully and remember your answers. Click Update when finished.
12. After you input the security questions, you will be prompted to change your password. Click on the "Change" button when finished.

![Password Change Form]

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

![Password Strength Check]

(new password you would like to use for all future login attempts)

Password does not meet strength criteria
13. After changing your temporary password, you will be prompted to complete a profile. Enter the required information and click Update at the bottom of the page.

14. You will receive the message that your profile has been updated and click Ok.

15. Select the term you plan to study at UNT. Click on the “Apply” button to continue on.
   - Select Fall for August – December (Fall Semester) studies
   - Select Academic Year for August – May (Academic Year) studies
   - Select Spring for January – May (Spring Semester) studies
   - Select Summer for May – August (Summer Term) studies
16. If further profile information is required, you may be taken to the screen below. Complete any required information and click Update. You will receive a message that your profile information has been updated.

17. You will be taken to your Applicant Home page. This shows a summary of any applications you have started in addition to showing you any emails you have received from the Study Abroad system.

18. Click on the Application for University of North Texas Incoming Exchange. You will be presented with instructions and Online Information Submission Forms to complete. Click each form and complete the information required.

As you complete the online submission forms, a check mark will appear in the Received boxes on the right hand side of the screen. Once all documents are received and reviewed, you will be notified of the decision made on your application. If accepted into the Exchange program, you will be prompted in your application to complete further documentation and action items.